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ABSTRACT

Listed are criteria used for selecting books and other materials for inclusion in the collection of the Milwaukee Public Library System. An overview of the selection process is given, and special selection criteria are given for each media type. Selection criteria also are enumerated for each subject area. General guidelines are suggested, and, in some cases, specific reference materials and serials are recommended. Special selection tools available in a subject area are also mentioned. (EMH)

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Book Selection Criteria

I. Introduction

The Milwaukee Public Library collection is an outgrowth of the collection of the Young Men's Association of Milwaukee, founded in 1847 to provide a reading room and library for the young men of the city. This was a subscription library, sustained by membership dues. In spite of the meager resources available with which to purchase materials, the Y.M.A. Library at the peak of its existence in 1867 contained over 10,000 volumes. By 1877 a demand for free library service in Milwaukee resulted in a proposal by the directors of the Y.M.A. to donate the library of the Association to the City of Milwaukee. After the passage of two bills in the Wisconsin legislature, renovated Y.M.A. quarters were reopened as the Milwaukee Public Library on July 8, 1878. The present library building was opened in 1898. An addition to this original building was opened in 1956.

The Milwaukee Public Library System presently serves as one of the resource centers for the State of Wisconsin. Because of its early founding in relation to other libraries in the area, and because its early acquisition of materials were not merely the sermonizing and light reading materials of the era, the accumulative effect of nearly 100 years of collection building has aided in its development as a resource collection. Many areas of the library's collections have thus developed over the years and are unique to the area. Since 1915, the library has served other communities in the County of Milwaukee by contract, being the first in the country to do so. Beginning in 1959, it has served two communities outside the county, also by contract.

The Central Library of the Milwaukee Public Library System is the headquarters library for the Milwaukee County Federated Library System and the Board of this system contracts with the Milwaukee Public Library to provide services budgeted for with system funds to those suburban libraries that are part of this federated system.

As an institution, the Milwaukee Public Library is committed to provide to all individuals and groups, books, periodicals, pamphlets, phonograph records and other materials designed to communicate information and ideas together with guidance in the use of materials and the extraction of information from them.

Education, information and recreation are the three essential services the library offers to its varying publics. Special efforts are made to serve those citizens of the community that are not traditional library users as well as service to business and industry in the Metropolitan Milwaukee area.

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The library's educational role goes beyond providing the materials of research. It may stimulate, lead, and cooperate with other agencies in making the individual more aware of his responsibilities and opportunities, assisting him in his family and social relationships, or even enhance his appreciation of the arts and the world around him.

Its informational function is to answer specific questions and provide research material for individuals and community groups of all kinds. While its primary aim is to make education a continuing process, the library recognizes also that the provision of information and material which has no specific educative purpose for mental recreation is also a part of its role in serving all sections of the community.

The people of Milwaukee are a heterogeneous group, representing many nationalities, differing educational, vocational and economic levels and diverse social backgrounds.

Certain identifiable characteristics of Milwaukee make it unique among cities of its size. These characteristics must be reflected in its library. To this end, it is necessary that the standards used in selecting materials for the library's collection be, at least to some extent, unique.

Some of these factors which influence the selection of materials for the Milwaukee Public Library's collection are:

1. The library is the largest public library in the state, and therefore, usually is the final library resource for Milwaukeeans.

2. Milwaukee has widely diversified industries which require information beyond that available in their own libraries.

3. Milwaukee citizens have traditionally had a keen interest in, and concern for, politics and public issues.

4. Milwaukee very early developed social, recreational, vocational and adult educational institutions which require the resources of the library.

5. The library must provide for specialized needs - which are not provided in sufficient depth by other institutions serving the total community.

6. The library has a contractual relationship of long standing with suburban communities under which these communities receive materials and services in varying amounts from the Milwaukee Public Library System in their respective communities and their residents are given accessibility to the holdings of the Milwaukee Libraries.

7. The library provides, by contract with state agencies, some materials and services of a specialized nature to individuals and libraries in the state as a whole such as those in the Library for the Blind and Physically Handicapped. Some specialized material may be acquired, therefore, in anticipation of the needs of the total state, when funds are provided for such acquisitions.

II. Organizational and Background Information for Selector-Librarians

The Milwaukee Public Library's central adult service agency is divided into four major divisions through which the material is given professional services: Humanities, Fine Arts, Science & Business, and General Materials & Services.

Within each of these divisions, selector-librarians have been assigned segments of materials and are expected to become knowledgeable in the literature of their areas of responsibility. Each selector-librarian is responsible for selection, collection maintenance, amount of duplication, replacement (by gift or purchase), and withdrawal. Selector-librarians must studiously attempt to know the current as well as the retrospective and the good as well as the inferior. The basic premise underlying this assignment of duties is that a stronger collection in any given subject field can be built when a librarian can define expertly the quality of a limited block of material. All selector-librarians are assigned to public service desks for a portion of their time, and are expected to acquire sufficient experience in cataloging to ensure that they are able to exploit the catalog to full advantage in their public service and collection building duties. Public desk activity brings the selector-librarian to the material and to the community which he serves by developing the ability to analyze the individual patron's need and select the books and other materials to meet that need. Experience beyond one small segment of book experience broadens the librarian's concept of the library's role in the community, and extends to him the underlying purposes and the over-all intent of the library and its objectives. It is this close familiarity with the materials and the community which will enable the selector-librarian to achieve critical ability and the capacity to apply both subjective and objective criteria of selection to his area.

Each division is headed by a Coordinator who continuously reviews and evaluates the work of the librarians working in these subject areas. Careful supervision is maintained by the Coordinator, as selection of all materials requires thought and decision on the part of the numerous individuals in selection. The Coordinator must assure a certain degree of consistency for his division and for the library. Objectivity will be added to the process of selection if the standards and criteria set forth in this manual serve as a guide, but the Coordinator must always evaluate the librarian's experience, information and judgment.

This statement of standards is intended to be specific enough so that successive selectors in any of the subject units could pick up and carry on the collection building and maintenance. Adherence to these standards and criteria should achieve the best collection possible within the limits of any variables and within the limits of financial appropriations.

Selection is generally done as part of the duties of a Librarian II, III, or IV. In most cases, Librarian I's may do selection where the area may not be as complex, unless they have a special subject background upon hiring.

While the duties of selection of all types of material are part of the job descriptions at all four of these levels, the supervision and depth of selection does vary according to the job description.

A Librarian I doing materials selection works under the close supervision of a Coordinator with a great deal of guidance and review of his work. He should build up a familiarity with the basic selection tools indicated in this policy as well as beginning a personal reading program to build up his in-depth knowledge of his selection area and to acquire a knowledge of the important materials in his area. He should know the important specialized bibliographies, periodicals, and other non-book materials in his assigned field. If transferred, he should be expected to acquire this knowledge in his new area.

As a librarian advances to a Librarian II, his knowledge of selection, retention, discarding and filling in the gaps is expected to grow accordingly. He should expect to work in a more complex area and work under less supervision. By the time a selector is a Librarian III, he should be considered thoroughly knowledgeable in his field, be familiar with the specialized bibliographies and non-book materials in his area; have the ability to plan, organize and implement a program of discard, retention and filling gaps in his selection area; expect to be used as a resource person by other members of his department, the neighborhood libraries, or other system staff in any difficult problems related to his area; be adept at any necessary referrals; and know and work with the community and its resources, groups, and organizations connected with his subject area or neighborhood library.

By the time a staff member achieves the rank of Librarian IV, he is expected to assist the Coordinator in overseeing selection for the whole department or neighborhood library, coordinating or expediting a whole field of non-book materials, or function as a selector in a particularly large and difficult area.

In addition to the purchase of books through orders generated by the criteria that follows, books come into the library through:

1. Standing Orders. Experience sometimes indicates that most of the works of some publishers or presses or most of the titles in some series are of outstanding merit. In these cases, it is advisable for the library to enter standing orders for these titles in order to receive them promptly.

   Individual titles received on standing order that are not a part of an established series already being received shall be examined as are all other titles to see that the book meets the criteria for inclusion in the collection. Standing order titles are re-evaluated annually and cancellations are made when titles no longer meet the standards of the collection.

2. Approval Books. In any selection process, the importance of a critical examination cannot be overemphasized. To do this, the library has entered into an arrangement with its book wholesaler whereby all new titles ordered and received from this wholesaler are considered as being "on approval" and are subject to the regular selection process and to return and refund if not selected for inclusion in the collection.

III. Selection Criteria Basic to all Subjects and Services

The primary justification for the selection of all library materials (books, records, A-V items, etc.) is that it shall contribute in a positive way to the value of the collection. This positive value can be determined only in direct relationship to the objectives set for the collection to achieve. Impartiality in the representation of viewpoints, demands which cannot be substantiated as real "needs," and the mere lack of proven inferiority or controversiality are not sufficient proof of positive value to substantiate selection of specific materials.

Keeping in mind that the public library must be many things to many people, it is evident that its materials must meet the needs of the specialized interests of the community as well as the basic interests and that its materials will be used for factual information, for interpretation, for study in depth and for sheer enjoyment.

Accessibility to the items included in the collection also must be assured. After determining the value of the material in relation to objectives and anticipated use, certain added factors must be considered to place the material in the circulating and/or noncirculating collection or to give sufficient duplication to meet the needs of the community.

Materials selection cannot be reduced to an inflexible set of formulae, but some basic criteria are described in successive paragraphs against which materials in virtually all subjects may be evaluated with some degree of objectivity. These criteria are:

1. Author's qualifications. A knowledge of the author's experience, reputation, education, previous writings, and prior research for his book is essential in evaluating a work. A review of such qualifications must reveal that he has sufficient background in the subject about which he writes to present valid information or theories. For the selector-librarian, this involves a continual process of checking reliable sources, and a program of study and reading.

2. Purpose of the author. This must be determined by his own statement or by the nature of the material itself, and an evaluation made as to the extent to which he accomplishes his purpose. No book should be added when the author completely fails to meet his objective, but varying degrees of success may indicate a positive value and need for the material. The preface or introduction should indicate the author's intent, and scanning the table of contents will give the general scope of the book.

3. Treatment. The treatment of the material should be judged in relation to the author's purpose. In a scholarly or informational work the selector-librarian must note the inclusion of an index, table of contents, bibliography, footnotes, appendices, and any other materials which supplement or explain the content of the book, such as maps, charts, diagrams. The only criteria a librarian may need to apply to a popular work are accuracy, literary quality, and significance to the collection.

4. Publisher. The bulk of new material is issued by commercial or trade publishers. It is important for the selector-librarian to become acquainted with the responsible, general and specialized publishing houses. The output of a reliable firm cannot be trusted implicitly, but for the new librarian reliance on a reputable firm may assist in the selection process. The selector-librarian should know the specialized publishers in their subject area. It may be expedient to place on standing order all publications from a certain specialized firm if there absolutely is no question of their collective value. The publishers of all nations that publish in the English language should be known by all selector-librarians. Also important to the selector-librarian are the publications that are privately printed for associations, societies, clubs, or other select groups. These may be the official or non-official publications of an organization. The library attempts to obtain publications of important and recognized organizations on the international, national, state and local level. Bibliographical information is more difficult to obtain, as such publications normally are not included in the usual trade lists, and usually must be ordered direct. It is the responsibility of each selector-librarian to know the outstanding organizations and their publications. "Vanity" press books represent a small group in terms of selection and require careful scrutiny to determine their positive value; they may have been rejected by other publishing houses because of limited appeal or poor quality.

5. Physical and technical treatment. The physical qualities of a book are of secondary importance to the printed word. If the book is needed in the collection, it must be accepted as it comes from the publisher. If there is an alternative, the selector-librarian should be aware of the best physical editions available.

   Binding. A book should be durable and attractive, and must stand up under heavy wear and tear. Hardbound copies are purchased in preference to the paperback editions. Paperbacks that are cataloged and other poorly bound materials may be sent to the bindery for reinforcement or rebinding to increase durability (see statement on paperbacks), if the titles are not obtainable in durable bindings.

   Print should be as legible as possible, but there often is no choice.

   Margins should be wide enough to withstand rebinding, although the newer and more sophisticated binding equipment which is better able to handle the narrow margins makes it possible to accept narrower margins than was formerly the case.

   Illustrations and maps should be high quality reproductions, should be accurate, and add rather than detract from the complete book.

   Size usually is immaterial, since the size is selected for the best presentation of the material.

6. Documentation. Materials should be documented with sources of information cited. The organization of such citations should be suited to the presentation: in a popular work, it may be part of the narrative; in a scholarly work the form should lend itself to ready location.

7. Arrangement. Material should be organized in a way which will make the information understandable and/or accessible to the reader.

8. Literary quality will vary according to the nature of the subject, but the style must be suitable for effective presentation of the material. In a scholarly or informative work accuracy and clarity may take precedence over literary merit; in an imaginative or individualistic work literary merit may be the only qualification.

9. Probable use. In reviewing a book for inclusion into the collection, the selector-librarian must be alert to consider its potential user and the user's needs. A book suitable for adults may be unsuitable for young people. A book not found suitable for the adult general reader may be extremely valuable for students and teachers. Librarians should make recommendations not only for the adult Central Library collection, but suggest titles for the children's collection, young adults and neighborhood libraries. The selector-librarian also is responsible for suggesting titles in his subject area for additions to the Ready Reference collection.

10. Editors, translators, and illustrators must express the spirit of the book. In some fields of literature the editor may be as important as the author, and the selector-librarian should possess a knowledge of the work of editors. A translator must know the language and the subject, and must present the purpose and reflect the author's expression. Illustrators must interpret the author's intent, and so harmonize the illustrations with the book so that the physical form of the book is enhanced.

11. Abridgments, versions, retellings, etc. must be judged on their own merits. If literary quality is acceptable, these may be purchased, particularly for those adults with limited reading skill.

12. Inclusion in bibliographies or indexes. Authoritative subject bibliographies are particularly important where books must be ordered direct without the advantage of "approval" copies. Comprehensive bibliographies on a given subject should be checked against the holdings of the library to assure that the best possible collection is maintained. The selector-librarian should check regularly the current periodicals in their areas in which bibliographies or reviews normally are included. Indexes (Biography Index, PAIS, etc.) usually are considered tools for the retrieval of information for the patron, but for the librarian such indexes are an important book selection aid.

13. Variant textual editions must be judged on the foregoing criteria with emphasis given to the frequency with which they are cited in

the noteworthy bibliographies and writings of the subject concerned.

14. Scarcity of materials on subject. The library makes occasional exceptions to the criteria on current and ephemeral materials. If materials are added which do not measure up to the established standards, it is because they are the only materials available on the subject and must suffice until more authoritative material is available. Then such materials should be examined again for possible withdrawal.

15. Local Authors may present some problems if their productions do not meet the criteria established by the library. Acceptance of this material except for that which concerns the Local History area should be subject to the general criteria for the selector-librarian.

16. Milwaukee Imprints. The library makes a special effort to collect and save at least one example of every book printed in Milwaukee. For the dates 1833 to 1869 the Check List of Wisconsin Imprints, the Wisconsin section of the American Imprints Inventory is the basic finding list. For books after this date, no finding list exists. While these books are not kept in one collection, except for rarities, a card file arranged by publisher and then by date of publication is kept in the Local History Room for all Wisconsin imprints regardless of date.

NON-CIRCULATING COLLECTION

Availability in depth of materials important to the study of a wide variety of subjects cannot be assured a heavily populated urban community by the inclusion in the collection of only circulating copies of material. In practice, library users engaging in extensive study often require examination of many more books than they wish to withdraw for reading outside the library. In order to give to the user the opportunity to examine or study the most significant and noteworthy materials in many subjects during all of the open hours of the Central Library, certain types of materials have been identified which should be represented in the noncirculating collection of the library. In numerous cases additional circulating copies will be available, but where duplication cannot be made in sufficient numbers to serve the interests of the community, the addition of a noncirculating copy will provide for the greatest number of people to be served.

The types of materials which will be included in the noncirculating collection are:

1. Books arranged for quick reference or fact finding, i.e., encyclopedias, dictionaries, yearbooks, annuals, directories, etc. (Some older editions of these items may be made circulating if demand warrants.)

2. National, trade, and subject bibliographies.

3. Books published in important series, such as "The History of American Life", "The Oxford History of England," and "Traité de Zoologie."

4. Classics and the basic books in all fields, particularly first editions.

5. Prize books, national and international.

6. Publications of important organizations, institutions and societies which will have permanent research value.

7. Primary source material, i.e., journals, diaries, letters, documents.

8. Library professional material.

   a. Tools of the library profession - textbooks, indexes, guides, bibliographies.

   b. Books about the profession, about librarians, and books in related fields such as book collecting, printing, book designing, private presses, etc.

9. Books which do not meet the standards of selection, but because of publicity or notoriety the library elects to provide the public with the ability to examine.

10. Books which for a variety of reasons must be given some control. For the most part these are materials which, if used without sufficient background in the subject, could endanger the health of the user, and/or which experience has indicated are highly subject to loss or mutilation.

11. Rare books.

12. Materials pertaining to local history.

13. Out-of-print books.

14. Materials used constantly or of unusual current value or timely interest will be represented in this collection to insure availability for examination of titles in demand.

The above listings must be checked constantly against the existing collection as well as the materials being considered for purchase in order to preserve for the future those materials which at one time may have had value primarily for circulation but which have become materials for study and research.

STATEMENTS OF GENERAL PRACTICE

A. Practices Concerning Procedures.

1. DUPLICATION

The book collection is maintained in varying degrees of duplication according to particular books or subjects. Basic, landmark books are stocked to a point where the normal demand is adequately met. For new titles it is difficult to determine the number of copies that will be necessary to meet potential demand. As a general rule, one or more

copies are purchased initially for libraries in the system, and additional copies may be acquired later depending upon the number of reserves.

All duplication is in terms of the total community. Heavy or saturation duplication is not practiced to satisfy the needs of a small segment of library users, such as a class or a club.

In many areas duplication is not necessary beyond providing a non-circulating copy and one or two circulating copies. Many books cannot be defined as reference material, but are needed frequently enough for the library to feel obligated to have copies available at all times. One copy of such a work is purchased as noncirculating, and duplication is made for the circulating collection as needed. (See also: Noncirculating Collection.)

Duplication of a title for different divisions of Central Library is not practiced, except for very general reference works (encyclopedias, World Almanac) or for those works suitable for the Central Youth Library.

2. EXPENDITURES FOR BOOKS

Financial limitations must be considered a qualifying factor in all selection, and cost expenditures must be related to the emphasis placed by the library upon individual subjects or types of materials.

All purchases listed at twenty-five dollars or more (net price) must have the approval of the Coordinator of the subject area, who will judge the purchase in relation to the total library program. The selector-librarian may at any time suggest that special types of materials be purchased from trust or gift funds.

In recommending that materials be purchased from trust funds the following factors should be considered:

(1) The wishes of the donor or requestor should be respected as they fall within the library's objectives.

(2) The material should enrich the collection. Specialized titles and publications of learned societies should receive special consideration.

(3) Costly items should be given priority, with the priority increasing in relation to increased price.

(4) Materials for which need is anticipated rather than presently evident should be considered for trust fund purchase.

(5) Basic, heavily used materials should be purchased from the appropriated funds.

3. GIFTS

Gifts of materials are accepted by the library with the understanding that the disposition of such items is a prerogative of the library, although the library does upon occasion accept some gifts with restrictions imposed as prerequisite to the offer. Gifts are added to the collection, if they

meet the selection criteria established for purchased books, and have some merit in the collection.

Gifts are useful as duplicate or replacement copies and for representing in the collection titles which ordinarily would not be purchased but which meet selection criteria. Gifts may provide a welcome source for rarities, expensive books, highly technical materials, or other items for which the library could not justify expenditure for budgetary reasons. Monetary gifts for memorials or other book purchases are also welcome. (See Procedure Manual for additional information on Gifts and Donations.)

4. PUBLISHERS

Some publishers should be given special attention because of the (in many cases) uneven quality of their output. This is not to condemn them out of hand; however, special care must be taken in selecting from their production.

5. REPLACEMENT

The Library does not replace automatically all titles when they are mutilated, lost, or worn out. Replacement is considered in terms of:

1. Number of copies in the collection.
2. Current value.
3. Need of work to fill a gap in the collection.
4. Other books in area.
5. Availability of this or later editions.
6. Appearance in authoritative bibliography.
7. Circulation.
8. Single copies of classic or especially significant or noteworthy titles which are replaced whenever possible.

6. RETENTION

The library fully accepts its responsibility as an historical repository for the Metropolitan Milwaukee area. It also assumes a joint responsibility with other large state libraries for archival material relating to Wisconsin. The last copy of any title is almost always retained. Retention of duplicate copies is based on need, value of title, or other considerations discussed in the duplication and withdrawal sections.

7. SCHOOL USE ACQUISITION

It is not considered the province of the library to supply material necessitated by the curriculum and involving assignments made to whole classes or large groups of students. Where the library has

materials needed for such assignments, then it can assist in the reading needs of students as well as other members of the community, but the library selects these materials in anticipation of the total needs of the community and not specifically for school use.

Nowhere in the subject divisions of this manual are there statements regarding the types of materials to be purchased for school use. It is expected that students will use the library's materials extensively, particularly when they are working on assignments not made on a mass basis or when they go beyond the limits of what is required of them to complete assignments.

In essence, the library serves the students as members of the community, but does not take the place of the school library.

8. GENERAL TOOLS FOR SELECTION AND COLLECTION MAINTENANCE

Bibliographic tools for identifying materials in existence, materials presently available for purchase, and for determining the value of the content are numerous. Some tools have such proven general usefulness that all selector-librarians should be familiar with them and regularly check them to make certain that the full range of materials is being considered for evaluation. Others are so specialized in terms of subject or time periods covered that they will be used by specific selector-librarians or only for specific purposes in the collection maintenance process.

Those bibliographic tools with which all librarians are expected to be familiar and to use more or less constantly are enumerated below and will not be repeated in individual subject sections of this manual. The more specialized tools will be listed in the subject fields or instances which call for their use. The general tools are:

American Book Publishing Record
Bibliographic Index
Book Review Digest
Booklist
Books Abroad
Books for College Libraries
Books for Junior Colleges
Books in Canada
Books in Print
British Book News
British National Bibliography
Choice
Cumulative Book Index
Fiction Catalog
Kirkus Reviews
Library Journal
Library of Congress Catalog-Books: Subjects
Magazines for Libraries (Katz, William A.)
Monthly Checklist of State Publications
National Union Catalog
New Serial Titles
New Technical Books (N.Y. Public Library)
New York Review of Books
New York Times Book Review
Public Affairs Information Service
Public Library Catalog
Publishers Weekly
Quill and Quire
Science Books
Scientific American
Technical Book Review Index
Times Literary Supplement (London)
UNESCO Bulletin for Libraries
Vertical File Index
Wilson Library Bulletin

9. WITHDRAWAL

The decision to withdraw a book from the library's collection is as vital as the decision to select a book if loss of irreplaceable or valuable books is to be avoided. The withdrawal process requires an

intelligent evaluation by the selector-librarian based on a knowledge of the subject literature in the field. In cases of doubt many resources may need to be checked to determine the value of a particular title.

General criteria for withdrawal are as follows, with specific criteria discussed in the subject area policies:

(1) Worn out or badly mutilated items are withdrawn unless they are basic and/or classic works necessary for the collection.

(2) After five years (or less) withdraw duplicate copies of popular titles which were acquired to meet current demand if the demand is no longer in effect.

(3) Superseded editions or outdated items are withdrawn when no longer useful unless they have historical value.

(4) Important titles which cannot be replaced are not withdrawn even if physical condition and present use warrants it. Such books are made noncirculating and preserved in closed areas for historical purposes.

(5) The last copy of any title is withdrawn only when it is certain that it no longer has any value, and has been checked against an authoritative bibliography and book auction record.

(6) Availability of other titles on the subject is always considered.

(7) Notes, introduction, illustrations, etc. may be of such value that withdrawal would not be advisable.

B. Practices Concerning Type of Material

1. NEIGHBORHOOD LIBRARIES AND EXTENSION SERVICES

Within the framework of the overall adult book selection policy of the Milwaukee Public Library System, book selection is the joint responsibility of the professional library staff in the neighborhood libraries and the selector-librarian at the Central Library. Neighborhood library policy provides a broad scope of selection attitude, subject to basic standards, from which a collection of book and non-book material is gathered responsive to the changing needs of the communities served.

Sensitive to the individual community's known and anticipated needs and wants, neighborhood libraries continue the traditional expectation of the library as a media-centered institution, selecting the majority of materials in hard-cover format (for reasons of durability and portability). No less important, however, are the invaluable supplementary forms of the paperback, large-print, and non-book materials so necessary to adequate duplication and fullest information for the rounding out of basic collections. Basic collections include, therefore, not only reference and circulating books, but vertical file materials, recordings, periodicals, and special collections, such as foreign language and large-print titles.

Although all neighborhood libraries contain the above forms within their basic collections, the content of each will differ as they reflect the particular composition of the community served. The community's educational, informational, and recreational needs and interests are best met when collections relate to known ethnic, sociological, political, cultural, economic, and avocational interests, and take into consideration the residential, commercial, industrial, urban, and/or suburban factors of the area served. Depth of coverage and sophistication of materials selected are influenced by the above factors.

2. FOREIGN LANGUAGE MATERIAL

The nationality composition of Milwaukee is a determining factor in the selection of foreign language titles for the library. The largest number of foreign-born are represented by the German, Polish, and Spanish language people. The number purchased is proportionately higher for these groups.

Non-fiction books in the Romance, Russian and Germanic languages are selected and cataloged according to subject, and are shelved with the general collection. Specific titles in other languages also are shelved with the general collection if the material is important to the subject or the title classic or standard in nature. More specific criteria for the selection of foreign language non-fiction are covered in individual subject policies.

All other materials in foreign languages are treated as fiction and handled in a separate foreign language collection, arranged by language, with its own catalog. The specific criteria for this collection are outlined in the subject section of this manual under "Foreign Fiction."

3. GOVERNMENT DOCUMENTS (see also "10. PATENTS")

The general objectives of the library's government documents collection are to provide the official decrees and proceedings of government bodies whose actions have an important influence on the community, and to provide publications, issued by any government body or agency, in scope and quantity to combine favorably with other materials in building subject collections which will meet the interests and needs of the library's community.

The library, as a regional depository for U.S. documents, receives from the Superintendent of Documents all publications offered to depository libraries. The library acquires selectively in hard copy non-depository documents and also acquires a complete file in microprint of non-depository documents listed in the U.S. Monthly Catalog of Government Documents. By subscription to the Document Expediting Service, it receives assistance in obtaining federal documents which are difficult to acquire.

The library also acquires selectively, either in print or microform federal publications which are not issued through the Superintendent of Documents or listed in the Monthly Catalog, i.e., technical reports issued by NTIS (National Technical Information Service), and by ERIC (Educational

Resources Information Center). Prior to August 1969, the library was an official depository for the AEC (U.S. Atomic Energy Commission) and retains the publications acquired selectively or through our regional depository system. As noted under Maps and Atlases, the library is also a map depository for U.S.G.S. (U.S. Geologic Survey) and for TOPCOM (U.S. Army Topographic Command).

The first copy of federal documents acquired by the library are listed in our Federal Document Checklist and shelved as a separate collection under Su.Doc., classification system. Exceptions to this shelving arrangement are certain noteworthy documents which are Dewey classified, cataloged and shelved in the regular collection; the AEC collection; and all documents in microform which are kept with other microform materials.

Duplicate copies of federal documents are acquired for circulation or reference and treated as books or pamphlet file material. Copies may be purchased in quantity for the sale pamphlet racks as well. Selection is done by General Materials and Services in cooperation with the selector-librarians and selection criteria is the same as with other books and pamphlets.

As a regional depository, the library permanently retains all federal depository documents and at least one copy of all non-depository documents. We also endeavor to obtain through gifts, duplicate copies of important federal documents for replacement purposes and for inter-library loan as a regional depository library.

The library maintains a permanent collection of all available documents of the State of Wisconsin and the City and County of Milwaukee. It also acquires noteworthy publications from other municipalities in the Milwaukee Metropolitan area. State publications that are not received on deposit are placed on standing order to insure the highest degree of inclusiveness.

Coverage of other states and municipalities is of a selective nature. Titles are chosen on their merits as contributions to subject literature or, in the case of official decrees and proceedings, on their informational value. The Public Affairs Information Service and the Monthly Checklist of State Publications are checked regularly for significant documents.

The library acquires official publications of major international organizations with which the U.S. is affiliated or by which it is significantly affected, e.g. UN, the Council of Europe, and the Organization of American States. The library has a standing order for all United Nations printed publications including: Official Records of the General Assembly, Economic and Social Council, Security Council, Trusteeship Council, and Disarmament Commission; all supplements and annexes to the Official Records; treaties; periodicals; and selected monographic materials. All available UNESCO publications are acquired, and certain UN specialized agency publications are either on standing order or selectively purchased as monographs (WHO, FAO, ITO, etc.).

The library has a standing order for the British Parliamentary Papers. These are issued in four series: House of Commons Papers, House

of Commons Bills, Command Papers, and the House of Lords Bills. Other British government publications are acquired on a selective basis, their choice dependent on their contribution to specific subject fields. The publications of other foreign countries are acquired on a selective basis. The monthly government document catalogs of both Great Britain and Canada are regularly checked for possible purchases.

Milwaukee, Wisconsin, United States, and United Nations documents are duplicated to enrich the circulating book and vertical file collections. The library treats the original copies of these documents as noncirculating so that duplication to provide circulating copies is an important feature in the selection process. Selection policies and procedures are similar to those relating to duplication of federal documents.

4. MANUSCRIPTS

Manuscripts are not restricted to handwritten materials, but include records involving the activities of individuals or families, organized business, and government agencies. The library on occasion purchases manuscripts in the field of local history but makes an effort to acquire through gifts those records which are of significance to this area.

5. MAPS AND ATLASES

The map collection includes sheet maps, atlases, and gazeeters. Substantial parts of this collection are received as depository items from the U.S.G.S. (United States Geologic Survey) and TOPCOM (U.S. Army Topographic Command). In selecting and organizing maps from other sources, the library avoids unnecessary duplication of map information provided in these collections or other local libraries.

Selection of general purpose maps, e.g. those emphasizing political and physical features, is done by the selector-librarian for atlases and gazetters. Maps pertaining to specific subject fields are selected by librarians assigned to select in these specific areas. Included are maps in the fields of agriculture, geology, economics, weather, and history.

Some series of maps issued are of such excellence that all are acquired, e.g. all maps issued by the National Geographic Society. A determined effort is made to obtain those maps cited in The Gazetters of the U.S. Board on Geographic Names.

The depth of coverage varies according to the geographical area:

(1) Milwaukee Area Maps. An exhaustive collection is acquired and preserved permanently.

(2) Wisconsin Maps. A comprehensive historical collection of city, county, and state maps is maintained. Those of current interest are placed in the vertical file, and later evaluated for their historical significance. Those County maps issued by the State Highway Department are retained permanently.

(3) Great Lakes Area. A selective collection is obtained for permanent retention.

(4) Regional Maps. Maps depicting recreational areas, national monuments, historic sites, etc. are acquired for those areas for which there is heavy public demand.

(5) U.S. and State Maps. A permanent, historical collection of U.S. maps is maintained, with heavy duplication of up-to-date maps in the vertical file. As many state maps as possible are acquired, particularly the official highway maps. Since most state maps are free and easily replaceable, they are circulated and are housed in the vertical file, with any excess copies in the free distribution collection.

(6) City Maps. U.S. cities with a population of 100,000 or over are represented by the most current map obtainable, which are added to the vertical file collection. Wisconsin cities are represented regardless of size. One noncirculating map is placed in vertical file for important cities and, if possible, additional copies for circulation.

(7) Countries. A minimal collection is maintained of up-to-date maps, as well as a representation of the best historical maps. Emphasis is on European countries, although all countries are represented when available. Maps may be duplicated freely, particularly for areas of current interest.

(8) World Maps. Since a limited number of world maps are published, only a minimal collection on various projections is maintained.

(9) Historic Maps. The cost of original maps generally makes their acquisition prohibitive, but with the gradual improvement of reproductive processes reproductions of significant maps may be added to the collection.

(10) Travel Guides. Maps printed in such travel guides as Michelin or Fodor may be taken into consideration when acquiring map material as well as specific map travel guides as those issued by Rand McNally.

The criteria for maps and atlases are those established by such authoritative sources as Shores and Winchell. Some of their guidelines are:

Authority
Scope, purpose, objectives
Date
Arrangement
Range and quality
Projection
Scale
Method of showing relief
Color
Details shown

The lack of an overall bibliographic aid complicates selection for the librarian as many different sources must be checked. Sources must be checked promptly as maps are of an ephemeral nature and go out of print quickly. The sources which are checked on a regular basis include:

Acquisitions. Canada, Dept. of Energy, Mines & Resources. Map Library.
Annals of the Association of American Geographers
Catalog of Copyright entries: maps and atlases.
Current Geographical Publications
Geographical Journal
Geographical Magazine
Geographical Review
Geography
Illinois University, Map & Geography Library. New acquisitions.
Maps & Atlases; selected new acquisitions in the map library of the Univ. of Kansas
Military Engineer
Petermanns Geographische Mitteilungen
Special Library Association. Geography and Map Division. Bulletin.
Surveying and Mapping
U.S. Library of Congress. Map Div. Bibliography of Cartography
Advertisements as received
Publications of libraries having special map collections
Catalogs of map publishers

6. MICROFORM COLLECTIONS.

The Library acquires materials in microfacsimile to provide primary resources, and rare books and journals which would be difficult or expensive to obtain in original format; to save handling, binding, and storage of materials not heavily used by the general public; and to preserve fragile records by substituting microfacsimile for general use. Careful selection must be applied as substantial expenditures are required, particularly for the large-scale projects which provide great quantities of primary resources.

Criteria for selection are:

1. Original format is preferred for heavily used material and in instances where microfacsimile would place severe limitations on the serviceability of the publication.

2. In areas where the library has archival responsibilities for preserving original publications, microfacsimile reproductions may be obtained for materials which are susceptible to damage or loss due to frequent use.

3. Savings in handling, binding, and storage costs should be considered when serviceability is not a factor.

4. Large-scale microreproduction projects need not be duplicated if they are held by other major libraries in the area.

5. Microfilm is to be considered when replacements are needed for worn out publications and in filling particularly large gaps in serial runs that are not frequently used.

6. Microforms should also be considered as a substitute or as duplicate runs of basic, heavily used periodical titles that are frequently mutilated and are difficult to replace.

7. NEWSPAPERS

The purpose of the newspaper collection is to provide for current events information, research needs, and casual interests; to provide for future researchers a contemporary detailed account of significant events on local, national, and international levels; and on a current basis to provide information on events in important cities in all regions of the United States. Titles of specific subject interest are acquired to satisfy needs as outlined in the subject area statements.

In the selection of a newspaper consideration is given to its value for reference work through indexes or clippings and to its current events use. Subject value, local and general interest, and repository responsibilities are also pertinent criteria. Subscriptions to daily newspapers are, according to their use, placed for daily and Sunday, daily only, or Sunday only.

Retention may be permanent, either in original form and/or on microfilm, or temporary for one month or more.

Newspapers to which the library subscribes fall into five categories: local, state, out-of-state communities, foreign, and subject.

(1) Significant newspapers published in the Milwaukee area are acquired. Complete files of Milwaukee newspapers are retained permanently, but suburban papers only if a file is not available in a suburban library or if the Wisconsin State Historical Association has not produced a microfilm edition. Duplicate bound copies of Milwaukee dailies are maintained for recent years on open shelves to provide for the heaviest use and thus ensure that the permanent file copy will be retained in good condition.

(2) Newspapers from other cities in Wisconsin are acquired selectively. The official State newspaper is retained permanently and its subscription may be continued even when changed.

(3) Out-of-State newspapers representing the national press are obtained either on a daily or Sunday basis to represent all regions of the U.S. and Canada, and are retained for varying lengths of time. Long runs are kept either in the original or on microfilm only if the papers have considerable reference value or are indexed. Examples of this are the New York Times, the Los Angeles Times, the St. Louis Post Dispatch and the Washington Post.

(4) Foreign newspapers, other than Canadian, are acquired by paid subscription if they have an international reputation and there is evidence of demand. A more liberal policy is followed as to gift subscriptions.

(5) Foreign language newspapers published in the United States are acquired if there is a sufficient number of potential readers in the community to justify the expenditure of funds.

(6) Representative collections of the "underground," "dissident," and the presses of other minority groups are acquired so as to provide a full range of views on social issues.

8. NEWSPAPER CLIPPINGS

The primary purpose of the newspaper clipping file is to organize the news of Milwaukee and Wisconsin by subject matter and so to serve as a partial index. Series articles and significant items on all aspects of Wisconsin news are clipped from the Milwaukee Journal, Milwaukee Sentinel, Milwaukee Labor Press, and the Capitol Times of Madison. Clippings of an ephemeral nature are weeded periodically, but those of historical and research importance are photocopied for inclusion into a permanent collection. Items illustrative of the following include Frank Lloyd Wright, Milwaukee riots, etc.

Coverage of clippings of non-local news is limited to subjects of wide current interest. These are discarded when the interest lessens.

9. PAPERBACKS

The paperback collection is intended to complement the library's book collection, and not as a substitute for the hardbound copy. Since the costs of acquisition, cataloging, and processing are too high to be applied to ephemeral material, the general practice is to add paperbacks for these reasons:

1. To reach new readers who have acquired the paperback habit.

2. To supply multiple copies of popular titles to serve as a browsing collection.

3. Duplication of titles which are perennial favorites and are seldom on the shelves.

The Milwaukee Public Library purchases paperbacks for two separate collections, in both of which the titles added must meet the selection criteria applicable to content of text. The collections are:

(1) An uncataloged, unreinforced collection containing titles aimed toward the stimulation of reading. For this collection, some titles in relatively poor physical format may be purchased. Titles in this collection are prominently displayed and available on a first-come, first-served basis with no reserves accepted.

(2) Permanent value titles useful for informational purposes are integrated in the regular book collection and are fully cataloged, so as to be most useful in meeting the needs for subject matter, or for a specific author and/or title. In some cases they also will be bound to insure sufficient life to justify the cataloging and processing or they may be placed on the shelves in paper covers.

Since the library acquires paperbacks to achieve varying objectives, separate criteria must be applied to each.

Some specific points to be considered for the uncataloged collection are:

(1) For the most part, titles will be duplicates of those already in or formerly in the regular library collections.

(2) The collections will be those that are suitable for general reading rather than for study..

(3) Single copies of gifts may be added.

(4) Edition is selected which gives the best print and the most durable format available in paperback.

(5) Recency of publication is a major criteria except for classics.

(6) Collection should emphasize well-known authors and titles or subjects about which there is a current interest.

Certain categories for which paperbacks may be purchased for the permanent, cataloged collection are:

(1) Fiction or nonfiction titles which are out of print in hard-cover edition.

(2) Titles temporarily in heavy demand.

(3) Older titles which are only occasionally useful.

(4) Multiple copies in paperback in addition to hardbound copies of those titles which have long-term heavy use (individual plays of Shakespeare, etc.).

(5) Copies needed for display, TV, or other special occasions.

(6) New editions of hardbound editions which may appear only in paperback.

(7) Significant or noteworthy titles reprinted with additional important material, such as introductions by prominent scholars in the field.

10. PATENTS

The library aims to acquire all official records of United States and British patents including patent specifications and drawings, lists and abridgments; indexes and classification manuals, and laws, regulations and decisions relating to patent practice.

The library does not acquire the official patent records of other countries except the Canadian Patent Office Gazette. Acquiring such records will be considered, however, if there are opportunities to obtain significant collections and there is definite indication that such records are needed by the community.

11. PICTURE FILES

The picture files are maintained to provide a source of reference information of a pictorial nature for the general public and special groups such as artists, teachers and students. The files on Wisconsin and Milwaukee are maintained as a part of the Local History Collection and all other pictorial materials are included in the general collection which is used by all subject divisions.

The picture files under the supervision of the Fine Arts Dept. are maintained as a part of the general collection and are selected by a staff member in the art area.

All selector-librarians will participate in the maintenance of the picture files by advising and suggesting material for the collection, or items that should be discarded or replaced. In making their recommendations they are to be guided by these factors:

(1) Glossy prints are given preference, but if not obtainable other illustrations of good fidelity will be considered acceptable.

(2) Paper must be of good quality and durability for purposes of mounting and preserving.

(3) Illustrations may be supplied in various versions when it can be anticipated there will be sufficient demand.

The staff member and selector-librarian searching for pictures to meet specific requirements should use bibliographic tools that locate pictures, discarded books that have good illustrations, and surplus runs of illustrated periodicals.

12. POSTER FILE

The collection aims for representation of all types of advertising media in poster format, whether of a commercial or noncommercial nature and is under the supervision of the Fine Arts Department.

Posters are acquired by purchase or gift for current value as well as in anticipation of possible increased importance as they assume historical value.

In making its acquisitions, the library attempts to give full coverage to posters by outstanding contemporary artists. It includes posters conceived for displays at conventions as well as those depicting coming events.

Sources of supply include travel agencies, airlines, railroads, shiplines, advertising agencies, business firms, political organizations and governmental agencies.

13. MATERIAL REQUIRING SPECIAL HANDLING

The Milwaukee Public Library has placed certain types of material in an area which can be readily observed because they present special

difficulties in handling. This supervised collection consists of material which is often lost or mutilated because of the format or expense. This material is separated from the rest of the collection as a precautionary measure only (i.e. automobile repair manuals).

14. CONTROLLED MATERIAL

Controlled materials are so designated because they present special difficulties in selection.

Purchase of controversial materials is not avoided by the library because it might go counter to the beliefs of an individual group. The selector-librarian is obligated to select books representing various sides of an issue, and given access to the facts, it is assumed or hoped that the reader will form his own conclusions. If the presentation of variant points of view meets all other standards of selection, justification presents few problems, but where literary quality or accuracy is lacking or language or description so explicit as to be offensive, it is essential that the selector-librarian be prepared to justify his reasons for exclusion from or inclusion in the collection of a specific title or types of material. To achieve this the selector-librarian must have a knowledge of the subject matter, and approach the material without personal bias. Before a final decision is reached, it may be necessary to consult a wide variety of reviewing media, request widespread staff evaluation, or require some level of administrative interpretation. The literature on controversial materials and "censorship" is abundant, and should be consulted if a comprehensive understanding of current problems as applicable to book selection is to be acquired.

The library attempts to avoid purchase of popularly written "How-to-do-it" types of books when the procedure described is one potentially capable of endangering health or safety of used by those not trained in the subject field. On such subjects an attempt is made to select for the general reader straight expositions of the principles and theories. The most authoritative and scientifically approved materials on such subjects will be added to the collection for research use.

There are titles which do not meet selection criteria, but about which there is so much curiosity that the books become matters of public concern. The library assumes some obligation for making this kind of title available for examination and may buy one copy for the noncirculating collection. These are available on call.

Materials designated as controlled (red-lined) should be re-evaluated at the end of 5 years by each selector-librarian to see if the material still warrants its restriction. Such items that no longer need be restricted should be integrated into the regular collection. There is a separate listing of such items in the Shelflist Room to aid the librarian in finding which titles are so designated.

15. RARITIES

The Rare Book Room houses those items which are to be preserved for reasons of being rare, of value, or are unique materials.

Books generally are not purchased solely because of rarity; the rarity collection is developed through gifts and through transfer from the general collection of items which have become rarities.

Books which may be included in the rarities collection are:

1. Books printed before 1600.
2. American books printed before 1820.
3. Wisconsin books printed before 1859.
4. Limited editions of 300 or less.
5. First editions of great books by prominent authors.
6. Books of esthetic importance, e.g. fine printing, illustrations, or binding.
7. Items of local or archival value.
8. Special collections, i.e. unit acquisitions containing both rare and nonrare materials, which need to be kept together.
9. Books difficult to replace.
10. Bibliographical curiosities, such as miniature books.
11. Books having great monetary value either in terms of auction price or sale price.
12. Autographed copies of works of authors who appear on library television and radio programs.
13. Editions whose values are enhanced by autographs of any person (i.e. author, owner, illustrator, etc.).
14. Materials associated with prominent personages or events.

16. RECORDINGS

Sound recordings dealing with individual subjects as well as those of a musical nature are acquired, but the recordings collection is treated as an entity, separate from subject materials. The practice for selection of recordings are, therefore, outlined fully in the subject section of this manual.

All selector-librarians are encouraged to recommend for acquisition to the recordings selector specific titles which are related to their subjects. Their recommendations are to be made on the basis of the worth of the subject content, of their awareness of need for the material and of their knowledge of how the recordings might be used to complement the book material on the subject.

17. SERIALS

A serial is defined by the American Library Association as a "publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, (reports, yearbooks, etc.) and memoirs, proceedings and transactions of societies." Serials usually are divided into two categories: periodicals and other serials.

Periodicals are here defined as publications issued at intervals more frequently than once a year, each issue being numbered consecutively and usually dated, and with no foreseen end to the sequence of publication.

Continuations (other serials) include all other serial publications. The library has employed this broad interpretation of continuations for practical reasons and it includes any book, serial, or series published in successive parts and issued with some degree of regularity.

The periodical collection is intended to enrich the total resources of the library by providing information not available in other forms of materials, or as available in range, depth, or timeliness. In many subject fields periodicals are the primary source for reporting advances in research. They are an effective print media for the presentation of information, opinions, artistic and literary expressions on topics which have not gained wide public acceptance. Periodicals are also the preferred form of reading material for many patrons who are seeking information or reading for enjoyment.

In selecting periodicals, the basic criteria applicable to other forms of materials are to be considered, including reputation of the publisher, editors, and contributors, accuracy, honesty of presentation, etc. The following are important additional considerations:

1. First priority is given to acquiring the basic journals in subject fields. However, when possible these should be supplemented by journals that provide a varied treatment of the subject and that are at different levels of sophistication.

2. Preference is generally given to periodicals covered by a major indexing or abstracting service. However, this has limited application when a periodical is primarily acquired for current awareness, covers a very distinct field, or provides a particularly unique approach to its subject.

3. Preference is also given to periodicals in the English language. Periodicals in other languages are acquired if they are basic in their field, are definitely in demand, or provide important coverage not available in English language periodicals.

4. The periodical collection should reflect an awareness of the holdings and the selection policies of special, college, and university libraries in the Milwaukee area, thus enriching the resources of the total community with a minimum degree of duplication. Academic libraries should acquire those periodicals necessary for faculty research.

5. The library endeavors to acquire all significant publications published in Wisconsin and assumes archival responsibility for those published in the Milwaukee area.

6. On subjects of variant viewpoints, the library endeavors to provide a wide range of views and opinions and periodicals provide one of the effective ways of doing this. Publications of the dissident press and other publications of minority opinion are acquired for this purpose.

The library actively solicits free and exchange subscriptions to periodicals but reserves the right to accept or reject on the basis of their value to the collection. The library encourages special libraries to give to the library back runs of their periodicals which are not continually used by them but with the understanding that these publications are available to all patrons. Memberships in organizations in order to acquire periodicals does not mean the library necessarily agrees with the principles of such groups.

Periodical selection is a joint responsibility of the selector-librarians, subject coordinators, and with General Materials and Services acting as a coordinating agency. The primary responsibilities of General Materials and Services are to see that subject fields are adequately covered within financial limitations, that selection criteria is correctly applied, and to expedite the selection and acquisition processes.

Whenever possible, a sample copy of a periodical is to be examined prior to recommending a subscription be placed. The current issues of New Serial Titles-Classed Subject Arrangement and the selective lists and other professional library publications are to be regularly checked for the requesting of samples. Samples are routed to the selector-librarians for evaluation.

As a general rule, paid periodical subscriptions are not approved and placed between annual periodical reviews. Exceptions are made when it is evident that there would be a serious disadvantage in delaying a subscription.

A systematic review of the library's paid periodical subscriptions is conducted each year. The selector-librarians review the periodical titles in their subject field that are up for renewal and make recommendations as to subscriptions that should be continued or cancelled and new periodicals that should be added to the collection. These recommendations, along with supporting data, are sent to their respective coordinators for approval or disapproval. All recommendations are then forwarded to General Materials and Services for its recommendations and for consolidation into an overall proposal which is submitted for final decision to the Assistant City Librarian or City Librarian. (See Procedure Manual - Periodical Review, Annual).

Duplicate subsciptions to periodicals for Central Library purposes are only placed when there is a demonstrated need for multiple copies. Examples of such needs are: an extra copy is needed for binding purposes because the first copy is frequently worn, mutilated or lost; the periodical is needed at more than one service area; in addition to public service, the periodical is needed for professional purposes by many staff members.

Periodicals are permanently retained if a continuing use for them is reasonably anticipated, if they have archival value, or are particularly unique. Factors that should be considered are the accessibility to their contents through indexes, cost of binding and storage as compared with their potential use, and the permanency of their paper. Temporary retention may be on a one year or five year basis. In some instances, it may be advisable to retain a periodical run for "five years, subject to review" by the selector-librarian so that the decision as to permanent or temporary retention can be based on a substantial number of issues.

Periodicals are replaced when missing from the collection, badly mutilated, or in fragile condition, according to the demand for the material, its basic value to the collection, and the availability and price of replacement copies. Whenever possible, the library replaces periodicals by means of its gift and surplus collection. Alternative methods are exchange and purchase.

The library also engages in a continuing program of filling in significant gaps in its periodical runs. When possible this is done through gifts and exchange, but when this cannot be done and funds are available, purchases are made. Items needed for purchase are found by General Materials and Services in cooperation with the subject coordinators and with the approval of the Assistant City Librarian. In establishing priorities, particular considerations is given to the reference value of the missing issues. Preference is given to the purchase of hard copy, either in original or reprint. However, microform copies are purchased when the gap to be filled is of considerable length, the issues are not heavily used, and there is considerable saving in money.

The selection criteria for continuations (serials other than periodicals) are basically the same as for periodicals. Continuations may be placed on standing order to insure prompt and consistent delivery. Before a decision is made to place a standing order, it must be ascertained that all the works of the publisher or press, or almost all the titles in the series are of real value to the library.

Under the direction of General Materials and Services, selector-librarians annually evaluate the continuations in their field placed on standing order and with the approval of their coordinators, make recommendations as to those that should be continued and those that should be cancelled. In some instances it may better serve the library's needs to order selectively or to purchase issues of certain serial publications in alternate years.

18. TEXTBOOKS

Textbooks may be added to the collection only if they meet the criteria established in the various subject areas. Textbooks are not added solely for student use, to supplement school libraries with additional textbook material, nor should they be considered basic to the collection except where no other material meets the information needs of the public.

The following points should be considered when examining a textbook for acquisition:

1. If there are insufficient trade publications, or if textbooks offer the best information on a subject (certain areas of sociology, psychology, etc.), purchase of such publications is not questioned.

2. In some areas textbooks give a more understandable interpretation than other sources, particularly where background information or a general survey is essential to a specific subject.

3. The material may be organized for more efficient retrieval of information than in other sources.

4. If there is a scarcity of material on a subject, and more material is required to serve the public, the best textbooks on the subject should be considered for purchase.

5. Some textbooks are issued in numerous editions. Those editions that are revised frequently should be examined carefully to determine whether the amount of change warrants purchase of every new edition.

19. VERTICAL FILES

The pamphlet file in the Central Library is under the direction of General Materials and Services, and is largely an English language collection of current ephemeral nonbook material (pamphlets, brochures, maps, charts, and clippings) of less than 50 pages which is intended to supplement the book collection. Titles of permanent value or of particular significance are treated as books and are bound and fully cataloged, regardless of size.

In addition to the general criteria and practices for materials, other practices applicable to vertical file materials are:

1. Multiple copies are ordered only when the subject is very important and a demand is anticipated.

2. Pamphlets received from commercial sources are selected if they contain new information, but not if they contain only advertising.

3. Pamphlets on sex education are selected, but those which are available only upon request to a librarian are cataloged.

4. Titles represented in the cataloged reference or circulating collections may be added to the vertical files only to meet temporary demand.

5. Separate issues of magazines are ordered only when an entire issues is devoted to a particular subject.

Pamphlets are retained in the vertical files for no longer than five years except when the items are of local interest. Duplicate copies are kept only when justified by frequent demand or anticipated future demand. As pamphlet material becomes available in book form, the pamphlets should not be kept unless the subject is presented in a special form, such as pictorial or other simplified form. Titles are re-evaluated before discarded to determine whether they should be cataloged and bound, or whether they should be called to the attention of the Local History Librarian.

Standing orders may be placed when all the pamphlets of an issuing body or series are of significance. The following points are considered when requesting a standing order:

1. The pamphlets must be of well-recognized high quality and standards.

2. The subject matter must be of general importance to the library.

3. There must be consistent demand for the material.

4. The material should be indexed in such aids as Public Affairs Information Service.

5. Pamphlets may be of particular local significance, such as publications by the League of Women Voters of Milwaukee.

The following general sources are among those consulted for ordering pamphlet materials:

1. Vertical File Index.

2. Public Affairs Information Service.

3. Publishers' Weekly.

4. Library Journal.

5. Special publishers' lists.

6. Newspapers and magazines, as Milwaukee Journal, New York Times, Good Housekeeping, and Kiplinger's Changing Times.

The library also maintains a sales and free distribution pamphlet collection. The purpose of the sales pamphlet collection is to provide a convenient local source for informational and educational pamphlets which are otherwise locally unavailable, and range in price from five cents to $1.50. Free distribution materials are pamphlets, charts, maps, etc., which are available to the library free in quantity lots, and on which a decision has been made to make them available to the public.

20. LARGE-PRINT MATERIAL

Books printed in large type are purchased in all subjects in which they are published for the use of readers with sight difficulties. The availability of this material is brought to the attention of the selector-librarians by the librarian in charge of the Older Americans Bookmobile. The original copy of a large-print title is purchased for the Older Americans Bookmobile and offered to the Central Library selector-librarians for duplication, which is optional. Titles purchased for the Central Library are paid for from subject area budgets and are interfiled in the regular open-shelf collection. The central catalog lists them under the Library of Congress subject heading "Sight-Saving Books." Titles not purchased for the Central Library are shelflisted for the Older Americans Bookmobile only and are not entered in the central catalog.

21. YOUNG MEN'S ASSOCIATION COLLECTION

The Young Men's Association, of the City of Milwaukee, conducted a private library for its members from 1852 to 1878. By an act of the Wisconsin Legislature this library numbering 9,760 volumes was transferred in 1877 to the City of Milwaukee for its public library.

Because of the intrinsic value and the historic fact that this collection was the corner-stone upon which the present Milwaukee Public Library System was built, the library has kept the collection as a separate entity and the remaining volumes now constitute the Young Men's Association Collection.

These volumes are available upon request to the Librarian-in-Charge.

22. ALEXANDER MITCHELL COLLECTION

The descendants of Alexander Mitchell have presented his private library to the Milwaukee Public Library where it is kept as a special collection because of its intrinsic value and because it reflects the tastes and interests of one of Milwaukee's most important citizens.

23. OLD AND RARE BOOK DEALER'S CATALOGS

Book dealer's catalogs can be of an important asset to a large public library. First, they are a source for book purchases of out-of-print materials; secondly, they frequently supply valuable bibliographic information both in terms of subject and analytical bibliography; thirdly, they are a source for establishing monetary value of books and other materials.

Catalogs which supply the most authoritative information on these points are kept permanently. Those which are useful only for price or supply less bibliographic information are retained for short periods of time depending upon the amount of information and the type of catalog.

24. SIGNIFICANT PUBLISHERS SERIES

Throughout the history of publishing, there have been published at various times, certain publishers' series of books which have played an important role in the dessemination of information, knowledge, and culture. Wherever possible, the Milwaukee Public Library tries to maintain intact the whole series of these books. At the present time the series being saved are:

1. The Modern Library, published by Random House.
2. The Bohn Library, formerly published by the Bohn Publishing Company.
3. The Everyman's Series, published jointly by Dent and Dutton.
4. The Viking Portable Library, published by the Viking Press.
5. The Penguin and Pelican Series, published by the Penguin Company.
6. The Loeb Classical Library, published jointly by Heinemann and Harvard University Press.
7. The Little Blue books, published in Girard, Kansas by Emanuel Halderman-Julius.

MILWAUKEE PUBLIC LIBRARY SYSTEM

Book Selection Criteria

Part II

Practices for individual subject units

I. Introduction

In preparing the following material, each selector-librarian or librarian in charge of a specific unit has been asked to rewrite the basic statement (Part I) to eliminate all that is included in the general statement and to state practices specific to their subject unit. In some cases, this will follow the outline presented later in this introduction; in other cases, it will be an essay descriptive of the particular needs of a given area as with the sales pamphlet collection or the Over 60 Service.

Where the outline has been followed each selector-librarian has followed the following format:

1. Scope of the subject and unique criteria or criteria not included in the general statement.

2. Book Materials.

   a. Depth.

   b. Retention.

   c. Duplication.

3. Non-book Materials.

   a. Depth.

   b. Retention.

   c. Duplication.

4. Special tools of selection and collection maintenance; other bibliographic aids specific to the area.

5. Organizations, institutions and societies operating in the subject area whose publications require special attention.

6. Allocation of Materials.

   a. Non-circulating collection.

   b. Circulating collection.

7. Any other explanatory notes.

Each of the sections above are included when unique criteria are necessary. When there is no unique criteria, that section has been headed "general practices apply." In cases where there are subcategories within a subject that have varying practices, the outline has been expanded as, per example:

2A.

   a. Depth.

   b. Retention.

   c. Duplication.

II. Terms of Definition Used by the Selectors

Terms used by the selector-librarians in describing their practices are listed below with the definitions used in the compilation of the practices in the specific area.

Balanced collection--One containing materials on all of the various documented viewpoints of the subject covered. Duplication on one side may be greater than others but only because of demand.

Basic--Essential as a foundation for study or understanding.

Demand--Expressed desire for on the part of the public.

Depth--Comparative degree of concentration employed in a specific area. Primarily this is material in English, but where material in a foreign language is important, it has been included. Five degrees are designated:

1. Exhaustive--everything available on the topic.

2. Comprehensive--all materials that meet selection criteria.

3. Representative--a balanced collection covering basic and significant materials on all phases of the subject.

4. Selective--only the important basic or significant items or those having current value or timely interest.

5. Minimal--only materials of general information such as dictionaries, encyclopedias or surveys.

Duplication--More than one copy.

Need--The potential or expressed requirement for use (see also Demand).

Quality--Intrinsic merit of material in relation to the author's objectives and the public for whom the material is intended.

Range--The segments of material included in each of the specific subject units.

Significant--Especially meaningful; outstanding excellence in accordance with criteria established (see also Quality).

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I. FINE ARTS DIVISION

AREA 45

ART AND ARCHITECTURE

1. Scope.

   a. The subject unit of 45 includes the following:

      700 - 709 -- Fine and Decorative Arts:
      Philosophy and Theory
      Dictionaries, Encyclopedias, etc.
      Serial Publications
      Organizations
      Study and Teaching
      Galleries, Museums and Private Collections
      History

      730 - 736 -- Plastic Arts - Sculpture

      741 - 743 -- Drawing and Drawings

      750 - 759 -- Painting and Paintings

      760 - 769 -- Graphic Arts (Excluding 769.55 - Paper Money and
      769.56 - Stamps)

   b. The selection standards enumerated in "Selection Criteria Basic to All Subjects and Services" (sub-section III of the Book Selection Criteria) apply to Area 45.

2. Book Materials - General practices for Area 45.

   a. Depth - A representative collection is sought in the area of art.

   b. Retention - General practices apply.

   c. Duplication - In Area 45 there is little duplication in the Central Library collection.

   Instruction books for sculpture, drawing, painting and graphic arts.

   a. Depth - Due to the large number of books published in this area each year, only a selective number of titles are purchased.

   b. Retention - No effort is made to retain the books in this category, except the older "classics" on these subjects which have historical value and are put in the reference collection. Since each year brings many new titles in this area, the selector attempts to replace only the most important titles by the standard authors in this field.

c. Duplication - The similarity of coverage from one title to another makes it unnecessary to purchase duplicates in the majority of cases.

Books on the more popular artists, movements and periods.

a. Depth - In general, a more comprehensive collection is sought in this area. For example, almost every book on Picasso in English which comes to the selector's attention and which meets other selection criteria, is purchased. Impressionism, American art since 1945 are other examples.

b. Retention - General practices apply.

c. Duplication - General practices to Area 45 apply - see 2. above.

Exhibition catalogues.

a. Depth - A representative collection is sought in the area of exhibition catalogues. However, since the library automatically receives many exhibition catalogues from Worldwide Books, Inc. on a standing order basis, it is usually not necessary to order exhibition catalogues. The library does attempt to have a comprehensive collection of catalogues from the Milwaukee Art Center and the Chicago Art Institute, (i.e., catalogues published by them rather than catalogues of exhibitions originating at other museums or galleries). The library also attempts to have a comprehensive collection from the most important art museums in the United States such as the N. Y. Metropolitan Museum of Art and the Museum of Modern Art in N. Y. This need is usually met by the Worldwide Books exhibition catalogue service.

b. Retention - Exhibition catalogues are made reference and are retained permanently. If circulating copies are bought they are treated the same as other circulating materials. For the older exhibition catalogues where only a circulating copy was purchased this copy is preserved by making it reference.

c. Duplication - Usually only a reference copy is purchased of exhibition catalogues. A duplicate circulating copy is purchased if the exhibition was on a subject of widespread appeal, if the catalogue contains a lot of textual material or if the exhibition took place locally (such as at the Milwaukee Art Center). In some cases exhibition catalogues are expanded or altered and published by trade publishers. A circulating copy of an exhibition catalogue in this new format might be purchased, if it meets the above selection criteria.

3. Non-book Materials.

a. Serials - General practices apply.

b. Vertical File - General practices apply. Exhibition catalogues are not put in the vertical file.

c. Government Documents - General practices apply. Quite often publications of the Smithsonian, the Freer and the National Gallery of Art and other national museums are not received automatically as part of the document collection. The important works of these institutions should be purchased by the same criteria and by the same channels as regular book materials.

4. Special Tools of Selection and Collection Maintenance.

Periodicals - Art Index - The list of periodicals indexed in Art Index serves as a useful tool for selection and collection maintenance.

Selection tools which are checked regularly for Area 45:

Art Journal
Art News
New York Times - Book Review Section
Chicago Tribune - Arts and Fun/Books Section
Library Journal

Section III. 4 Publisher, of the general book selection policy can be applied to the art selection policy by listing some of the more important trade publishers of art books.

A few of these publishers are:

Abrams
Dover
New York Graphic Society (on standing order)
Praeger-Phaidon
Van Nostrand Reinhold (which usually comes on approval)
Viking Press
Watson-Guptill (which usually comes on approval)

Some of the more important sources of reprints of art books include:

Benjamin Blom
Da Capo Press
Burt Franklin Div. of Lenox Hill
Gale Research Co.
Johnson Reprint
Kraus

Bibliographic aids for Area 45:

Chamberlain, Mary W. (R016.7-C443)
Guide to Art Reference Books. Chicago. American Library Assn. 1959.

Lucas, Edna Louise. (R016.7-L93ar)
Art Books: A Basic Bibliography on the Fine Arts. Greenwich, Conn. New York Graphic Society. 1968.
(based on the bibliographies previously prepared by the author under the title "The Harvard List of Books on Art").

5. Organizations, Institutions and Societies Requiring Special Attention.

American Abstract Artists
American Federation of Arts
American Watercolor Society
Archives of American Art
Art Directors Club of N. Y.
Arts Council of Great Britain
Associated American Artists
Associated Councils of the Arts
Christie, Manson, & Wood Auction Catalogues
College Art Association of America
National Art Education Association
Sotheby Auction Catalogues
Sotheby Parke-Bernet, N. Y. Auction Catalogues
Sotheby Parke-Bernet, L. A. Auction Catalogues
United States Committee of the International Association of Art
UNESCO-United Nations Educational, Scientific and Cultural Organization
Wisconsin Arts Board (arts councils from other states are also important)
Wisconsin Painters and Sculptors

The major musuems in the U. S. and foreign countries also provide important sources of information and exhibition catalogues. In Milwaukee the publications of the Milwaukee Art Center and the Chicago Art Institute are of special importance. The library receives, on standing order, some of the annual reports and bulletins of the major museums, such as the Boston Museum of Fine Arts, Fogg Art Museum, Freer Gallery of Art, Metropolitan Museum of Art and the Whitney Museum of American Art, to name just a few. Most of the exhibition catalogues from the major museums come from the Worldwide Books Service, therefore, it is mostly publications that are not exhibition catalogues or reports that need to be watched for.

6. Allocation of Materials.

a. Non-circulating Collection.

In addition to the reasons stated in the general practices, in the area of art many books are too expensive to be purchased from the budget and are bought with trust funds which makes them reference material.

General practices apply in allocation of non-circulating materials with the exceptions that are listed in the body of this selection policy. For example, exhibition catalogues are made reference; instruction books are usually made circulating; and books on the most popular artists often require one circulating and one reference copy.

b. Circulating Collection - General practices apply.

AREA 46

ART, DECORATIVE

1. Scope.

Area 46 includes Costume (391), Planning, Civic Art (710-719), Architecture (720-729), Ceramic and Metal Arts (338-339), Folk Art, Design, Decorative and Minor Arts (including antiques, handicrafts, textile art, interior decoration, glassware and furniture (745-749), Photography (770-779).

2. Book Materials.

a. Depth.

(1) Costume - Representative.

(2) Planning (Civic Art) - Books are acquired selectively and are limited to theory, history and examples of significant city or regional plans. Handbooks and manuals are usually not acquired. Local materials (i.e., Milwaukee and Wisconsin) are acquired exhaustively for the former and comprehensively for the latter. The publishers of local materials are usually governmental units charged with the planning responsibility.

(3) Architecture - Representative. Generally these are histories of the architecture of a particular period or country or biographies or criticism of the work of significant foreign architects. There is special emphasis on domestic architecture, especially popular works. Material on local or Wisconsin architects and architecture is acquired exhaustively.

(4) Art Objects - Because of trust funds available, we are able to approach a comprehensive reference collection of books in this area. They include ceramics, glassware, furniture, fine metalwork, tapestries and rugs, as well as folk art and design.

The circulating collection, limited to general and popular books, can be described as representative. The range of objects collected today is so broad that it is impossible to represent even with one title every object sought. Collectibles and antiques of particular interest to local collectors are represented with books in both the reference and circulating collection if at all possible.

(5) Handicrafts - Demand is a major criterion here. An attempt is made to represent all handicrafts in the collection to some extent. Fashions shift from time to time, however, usually publishers recognize this and there is no difficulty maintaining a balanced collection with sufficient depth in the currently popular crafts. Within budget limitations the depth is comprehensive.

(6) Photography - The demand for photography handbooks is so great that the older books, with some outdated material, still circulate well. Depth is comprehensive. Collections of the work of contemporary photographers, histories and highly technical books are acquired selectively.

b. Retention - General practices apply.

c. Duplication - Infrequent. In most cases a single copy is bought and is designated either reference or circulating. A reference and a circulating copy are bought for books with local connections, either author or subject. A second copy is purchased if there is very little material on the subject and there is an expressed or anticipated demand.

3. Non-book Materials.

a. Depth - General practices apply.

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

Most of the books are acquired through the approval system and regular checking of Book Publishing Record. However, in the area of collecting (glass, metal, ceramics, etc.) useful books are often published by specialty houses or by the author and do not appear on the approval shelves or in B.P.R. Ads and dealers catalogs, such as those distributed by Mid-America and Hotchkiss House are often sources for these titles. In the area of photography approval books are also relatively infrequent, though more common for collections of photographs than handbooks and manuals. Ads and dealers catalogs such as those of Amphoto and Light Impressions are useful sources.

Reviews are not sought as regularly as they are for fiction, humanities and some of the more sensitive areas of the sciences. Books are selected because they are on a subject on which we need information or additional material. Acceptability and clarity of format, reputation of publisher and author and degree of specialization are most frequent criteria and are apparent from ads or the book itself if there is an approval copy. It is unusual to encounter controversial titles in this area except for an occasional collection of photographs.

Furthermore, reviews in specialized journals frequently appear some time after the book has been published.

Reviews are published in the following journals, received by the Central Library.

AIA Journal
Antique Trader
Antiques Journal
Architect (British)
Architectural Forum
Architectural Review
Ceramics Monthly

Craft Horizons
Design (London)
Design (Indianapolis)
Glass (Specialized Publications, Inc.)
Handweaver and Craftsman
Hobbies
Image
Interior Design
Modern Photography
P.S.A. Journal (Photographic Society of America)
Prairie School Review
Professional Photographer
Royal Society of British Architects Journal
Society of Architectural Historians Journal
Spinning Wheel

5. Organizations, Institutions and Societies Whose Publications Require Special Attention.

American Institute of Planners
American Institute of Architects
American Institute of Architects, Wisconsin Chapter
American Crafts Council
Royal Institute of British Architects
Southeastern Wisconsin Regional Planning Commission
Wisconsin Designer - Craftsmen

6. Allocation of Materials.

a. Non-circulating Collection - General practices apply.

(1) Highly specialized books. For instance a catalogue or history of the production of an individual manufacturer of glass, ceramics or furniture.

(2) Very expensive books. These are usually bought from Finney and Wehr Trust Funds and are with rare exceptions reference. (One exception is jewelry books which may be ordered both circulating and reference from the Finney Fund.) Other exceptions are made on an individual basis.

b. Circulating Collection - General practices apply.

AREA 47

RECREATION AND THE PERFORMING ARTS

1. Scope.

This part of Area 47 includes numismatics, philately (737, 769.55, 769.56), motion pictures, radio, television (791.4) theater (792), dance (793.3), indoor games and amusements (793), indoor games of skill (794) and games of chance (795).

2. Book Materials.

2A. Numismatics and philately.

a. Depth - Comprehensive for U. S. and selective for the rest of the world.

b. Retention - General practices apply.

c. Duplication - Popular titles on U. S. subjects and major catalogs are duplicated.

2B. Motion pictures, radio and television.

a. Depth - Representative and international for motion pictures, representative and national for radio and television.

b. Retention - General practices apply with minimal replacement.

c. Duplication - General practices apply with minimal replacement.

2C. Theater and dance.

a. Depth - Representative for U. S.; selective for the rest of the world.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2D. Indoor games and amusements, games of skill and games of chance.

a. Depth - Selective emphasizing instruction and development of skills.

b. Retention - Continually republished material makes retention unimportant except for a few historical works.

c. Duplication - General practices apply with minimal replacement.

3. Non-book Materials.

   a. Depth - General practices apply.

   b. Retention - General practices apply.

   c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

   Variety
   Numismatic News
   Numismatist
   New York Times (Sunday)
   Dance Magazine
   U. S. Chess Federation Catalogs
   Advertisements from specialist publishers

5. Organizations, Institutions and Societies Whose Publications Require Special Attention.

   All local theaters and performing groups such as:
   PAC and Milwaukee Repertory Theatre for programs.

6. Allocation of Materials.

   a. Non-circulating Collection - General practices apply with the following exceptions. Almost any book on motion pictures may be made reference in an effort to cut down on replacement and to keep material on motion pictures permanently available. Only a few basic instruction books and historical material are made reference for games of skill, games of chance, indoor games and amusements.

   b. Circulating Collection - General practices apply with little replacement.

AREA 47

SPORTS

1. Scope.

The sports area includes the four major categories listed below and includes Dewey numbers 796-799. For these categories materials are purchased selectively with duplication appearing in those areas of heavy public interest and demand. The collection is inclusive for Wisconsin based sports. All biographical material is placed in the sports number (796-799) rather than the biography area (927).

1A. Athletic Sports and Games (796).

Includes all the major sports practiced on land, such as baseball, and games, such as golf, which require a physical athletic skill.

1B. Aquatic and Air Sports (797).

Covers all boating, swimming and air sports.

1C. Equestrian Sports and Animal Racing (798).

All aspects of the training of the rider, not the horse, are included here as well as horse related sports such as polo.

1D. Fishing, Hunting, Shooting (799).

Inclusive of the technical aspects of the sport only. The animals, themselves, are not treated here except as they interrelate to the sports.

2. Book Materials.

2A. Sports, General (796-799).

a. Depth - Representative, with an attempt being made to collect for the reference collection all major yearbooks and handbooks for all the established professional sports.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2B. Sports, Olympics (796.48).

a. Depth - Exhaustive--all official publications from the United States Olympic Committee are collected.

b. Retention - Ephemeral material, such as schedules are kept temporarily; all the rest are bound and retained indefinitely in the reference collection.

c. Duplication - All official publications are reference only. Popular titles are added to both the circulating and reference collections.

2C. Sports, Martial Arts (Self-defense) 796.8123-796.8159.

a. Depth - Selective, covering the surveys and the history of the more important types of self-defense.

b. Retention - General practices apply where possible with minimal replacement.

c. Duplication - Circulating copies of basic titles in the most popular martial arts are bought and are rarely replaced.

2D. Sports, Boxing (796.83).

a. Depth - Exhaustive in that the Milwaukee Public Library has a fine historical boxing collection and we attempt to keep this collection updated with significant new titles.

b. Retention - All historical materials are kept as rarities. None are ever discarded.

c. Duplication - Popular works are duplicated as needed for the circulating collection. All historical materials are added to the reference collection; none of the duplicates circulate.

2E. Sports, Animal Racing (798).

a. Depth - Selective.

b. Retention - General practices apply where possible with minimal replacement.

c. Duplication - Circulating copies of popular titles are bought and seldom replaced.

2F. Sports, Biography (796-799).

a. Depth - Selective; only major sports figures are added to the collection.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3. Non-book Materials.

3A. Periodicals.

a. Depth - Very selective; only local interest and the most popular sports are represented here.

b. Retention - General practices apply.

c. Duplication - None.

3B. Other Serials--This includes sports yearbooks and official publications of sports affiliated societies, such as the United States Olympic Committee and the Amateur Athletic Union.

a. Depth - Comprehensive in that all major yearbooks are placed in Kardex.

b. Retention - Permanent unless the material supersedes itself.

c. Duplication - The majority of titles here are reference with only a few select titles such as the yearbooks of the Green Bay Packers and Milwaukee Brewers added to the circulating collection.

3C. Vertical File.

a. Depth - Representative; many yearbooks purchased as reference only are also added to the vertical file.

b. Retention - Retained only until new yearbooks are received. Meant only to meet heavy demand for this type of material.

c. Duplication - Only the most popular sports materials are duplicated.

3D. Clippings.

a. Depth - Comprehensive; all Wisconsin sports activities are retained. Only factual data is clipped completely, editorials and feature articles are clipped selectively.

b. Retention - Indefinite; the major local sports such as the Milwaukee Brewers, Green Bay Packers, Milwaukee Bucks, and the Marquette Warriors are to be xeroxed.

c. Duplication - None.

3E. Government Documents.

a. Depth - Minimal; very little is added to the general collection.

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

Backpacker Magazine
Camping Magazine
Field & Stream Magazine
Outdoor Life Magazine
Sporting News Magazine
Sports Illustrated Magazine
Yachting Magazine

5. Organizations, Institutions and Societies Whose Publications Require Special Attention.

5A. Local Organizations.

Amateur Fencing League of America, Wisconsin Chapter
Baseball Writers Association of America, Milwaukee Chapter
Central States Professional Football League
College Conference of Illinois and Wisconsin
Gateway Intercollegiate Conference
Greater Milwaukee Cultural Olympics Committee
Green Bay Packers
Inland Lakes Yachting Association
Land O' Lakes Baseball League
Langsdorf Baseball League
Marquette University Athletic Department
Midwest Speedways, Inc.
Milwaukee Admirals Hockey Club
Milwaukee Brewers
Milwaukee Bucks
Milwaukee Public Schools, Municipal Athletic Department
Milwaukee County Park Commission
Milwaukee District Golf Association
Milwaukee Hunt Club
Milwaukee Polo Club
Milwaukee Professional Sports & Services, Inc.
Milwaukee Stock Car Racing Association
Milwaukee Turners
Sitzmark Ski Club
South Shore Yacht Club
University of Wisconsin Athletic Department
University of Wisconsin-Milwaukee Athletic Department
Vagabond Ski Club
West Allis Spartans
Wisconsin Athletic Examining Board
Wisconsin Campers Association
Wisconsin Chapter, American Youth Hostels
Wisconsin Collegiate Conference
Wisconsin Department of Natural Resources
Wisconsin Independent Schools Athletic Association
Wisconsin Interscholastic Athletic Association
Wisconsin Professional Golfers Association
Wisconsin Senior Golfers Association
Wisconsin Skeet Shooting Association
Wisconsin State Amateur Hockey League
Wisconsin State University Conference
Wisconsin State Baseball Commission
Wisconsin Technical College Conference
Wisconsin Yachting Association
Young America on Wheels, Inc.

5B. National Organizations.

Amateur Athletic Union of the United States
Amateur Boxing Association
Amateur Fencers League of America, Inc.
Amateur Skating Union of the United States
Amateur Softball Association of America
American Association for Health, Physical Education & Recreation
Division for Girls and Women's Sports
American Basketball Association
American Camping Association
American Hot Rod Association
American League of Professional Baseball Clubs
American Power Boat Association
American Water Ski Association
Association of Track & Field Statisticians
Big Ten Collegiate Conference
Federation Internationale du L'automobile
Federation Internationale du Natation Amateur
International Ski Federation
League of American Wheelmen
National Archery Association of the United States
National Association for Stock Car Automobile Racing
National Association of Intercollegiate Athletics
National Baseball Congress
National Basketball Association
National Catholic Camping Association
National Collegiate Athletic Association
National Federation of State High School Athletics
National Field Archery Association of the United States
National Football League
National League of Professional Baseball Clubs
National Polo League
National Semipro Baseball Congress
National Slowpitch League, Inc.
North American Soccer League
North American Yacht Racing Union
Old Timers Ballplayers Association
Outboard Boating Club of America
Professional Golfers Association of America
Sporting News Magazine
Sports Car Club of America
Thoroughbred Racing Association
United Drag Racer's Association
United States Amateur Hockey Association
United States Auto Club
United States Figure Skating Association
United States Golf Association
United States Judo Federation
United States Lawn Tennis Association
United States Ski Association
United States Slo-Pitch Softball Association
United States Soccer Football Association
United States Track & Field Federation
United States Volleyball Association
World Football League

6. Allocation of Materials.

a. Non-circulating Collection - General practices apply with somewhat greater emphasis than in other areas since sports books are difficult to keep and more material is made non-circulating in an effort to serve present reference needs and to keep a collection of historical importance.

b. Circulating Collection - General practices apply.

AREA 75

MUSIC

1. Scope.

The area of music encompasses general literature of music (780-789), including biographies (927.8), and all printed music.

2. Book Materials.

2A. General Music Literature.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2B. Music Biography.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2C. Printed Music.

a. Depth - Selective.

b. Retention - Last copy is not necessarily retained. Worn out music in standard editions generally is replaced; other editions are not replaced.

c. Duplication - Sheet music is generally not duplicated to any degree, except in very special cases. In this context, duplication refers to exact duplicate editions. It does not mean that the library would have only one copy of a Beethoven piano sonata, for example.

2D. Historical Popular Song Collection.

a. Depth - Representative; any gift is acceptable for this collection including duplicates if physical condition is good.

b. Retention - Permanent.

c. Duplication - General practices apply.

3. Non-book Materials.

3A. Pamphlets.

a. Depth - General practices apply.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3B. Periodicals.

a. Depth - General practices apply.

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

Library of Congress music proof sheets (sent to music selector from Processing)
Music Library Association Notes
British Catalogue of Music

Publishers and dealers catalogs, especially:

Barenreiter
Blackwell
Boonin
Broude

Ads--These are of major importance in Area 75.

5. Organizations, Institutions and Societies Whose Publications Require Special Attention.

Music Library Association
Chicago Symphony Orchestra
Civic Music Association of Milwaukee
Milwaukee Symphony Orchestra
Skylight Theatre
Wisconsin College-Conservatory

6. Allocation of Materials.

a. Non-circulating Collection.

(1) All collected editions and "monuments."

(2) One copy of collections of popular songs, piano vocal scores of musical comedies, books on popular music, last copies of important performing editions and curiosities.

(3) Last copies of books listed in major bibliographies, such as Schirmers Guide. (R016.78-D225)

c. Circulating Collection - General practices apply.

7. Explanatory Notes and Additions.

a. Short, individual pieces of sheet music are not bought because of binding and shelf listing limitations.

b. Full size scores of orchestral works, or orchestral parts, or chamber parts for groups of more than nine instruments are not purchased because of binding and shelf listing limitations.

AREA 76

PHONOGRAPH RECORDS

1. Scope.

a. The collection is a part of the Fine Arts Department; however, it is intended to supplement the entire printed material collection. Recordings of music make up the greatest part of the collection which also includes spoken word, instructional material and sound effects.

b. The following factors are considered when ordering records:

(1) The musical or literary quality of the selections recorded.

(2) The technical standards of the performers.

(3) The technical standards of the company producing the recording.

(4) Budget recordings of standard musical items take precedence over higher priced recordings if the lower priced recordings meet the above standards.

(5) Stereo recordings are preferred to monaural ones and long play preferred to any other type.

2. Book Materials.

2A. Classics of Western Music.

a. Depth - Representative.

b. Retention - Representative.

c. Duplication - According to demand.

2B. Musical Comedies.

a. Depth - Representative; original Broadway cast recordings are given preference over motion picture soundtrack or revival versions.

b. Retention - Representative.

c. Duplication - Selective; duplication of major classics.

2C. "Popular" Music.

a. Depth - Selective purchase of established artists may be made; however, most recordings of this type have come as gifts.

b. Retention - Selective.

c. Duplication - Minimal.

2D. Folk Music and Dance.

a. Depth - Selective collection representing major ethnic groups.

b. Retention - Selective.

c. Duplication - Limited to more popular groups. Good folk dance instruction recordings are difficult to find. "The World of Folk Dance" series issued by R.C.A. has been useful and is duplicated.

2E. Jazz.

a. Depth - Selective collection of material by well established artists.

b. Retention - Selective.

c. Duplication - Selective.

2F. Language Instruction.

a. Depth - Representative collection of beginning instruction in popular modern languages. A selective collection of English language instruction for foreigners.

b. Retention - Representative.

c. Duplication - Representative; beginning instruction in popular modern language instruction. Selective; English language for foreigners in common language.

2G. Spoken Word.

a. Depth - Representative collection of plays and readings. There are standing orders for all items issued by C.M.S. Records and Caedmon and purchases are made selectively from other producers. Unabridged versions are preferred to condensations in spoken word recordings.

b. Retention - Representative.

c. Duplication - Selective; major works. Both Caedmon and Argo/London recordings of Shakespeare plays are duplicated.

2H. Children.

a. Depth - Selective; the Coordinator of Youth Services makes suggestions for purchase. Many children's items are included in C.M.S. and Caedmon release.

b. Retention - Selective..

c. Duplication - Selective.

2I. Other.

Bird Songs, Sound Effects, Dictation Records (emphasis on 50-150 w.p.m.), International Morse Code.

a. Depth - Minimal.

b. Retention - Minimal.

c. Duplication - Minimal.

3. Special Tools of Selection and Collection Maintenance.

Recordings are not received on approval; therefore, reviews are the prime source of information on new recordings. The following publications are useful for reviews:

High Fidelity/Musical America
Stereo Review
Gramophone (Magazine)
Records and Recordings
Previews
M.L.A. Notes

The following are helpful with discographic information:

Schwann Catalog
Gramophone (Catalog)
Bielefelder Katalog
Library of Congress proof slips
Billboard
Other specialized discographies and advertisements

It is necessary to watch for advance announcements of plays and musical performances in the Milwaukee area and to buy to meet future demands.

4. Organizations, Institutions and Societies Whose Publications Require Special Attention.

Association for Recorded Sound Collections
British Institute of Recorded Sound

5. Allocation of Materials.

a. Non-circulating Collection.

The Historical Record Collection preserves outstanding recordings of all types with greatest emphasis on classics of western musical history, musical comedies and spoken word. Except for out of print recordings, "pirate" recordings, and expensive or very esoteric recordings, most items are duplicated in the circulating collection. Types of recordings which have been included:

(1) Recordings made under supervision of composer.

(2) Original Broadway Cast recordings of musicals.

(3) Selected recordings of outstanding artists in all fields of music.

(4) Complete sets of composers works.

(5) Gifts of private and out of print recordings.

(6) Recordings of local significance.

b. Circulating Collection.

All the recordings available for listening are in the circulating collection.

6. Explanatory Notes and Additions.

a. Because of their physical nature, all worn or damaged recordings are withdrawn from the circulating collection.

b. At the time a worn or damaged copy is withdrawn, it is replaced if the material is still in demand and available according to criteria listed under 1.

II. GENERAL MATERIALS AND SERVICES DIVISION

AREA 64

ENCYCLOPEDIAS, REFERENCE AND CIRCULATING

1. Scope.

Because of the amount of money involved and the importance to basic reference work, the selection of encyclopedias is a matter of great concern. In a large library it is necessary to have more than one or two sets because there is no absolutely complete encyclopedia, although it can provide a solid foundation on a wide range of topics. None encompasses the whole range of human knowledge nor can it be complete in any one subject field. A reader should be able to acquire a quick and accurate comprehension of a subject or background from which he can proceed, if he wishes, to detailed study.

2. Criteria for Selection.

A. The first requirement in the selection of an encyclopedia is authority. Are the editors competent? Do subject specialists contribute articles and are the major articles signed? An encyclopedia which does not list editors and contributors is suspect from the beginning.

B. The information must be accurate. Specific articles should be checked for accuracy of statement and statistics. To be accurate the information must be up to date. Although a large percent of the material remains relatively constant requiring little revision, spot checks should be made of areas which undergo constant change. Because of the information explosion, the usefulness of any encyclopedia decreases rapidly after five years. Examples of subjects which can be used for a spot check are a recent event, death of a prominent personality, a scientific development or discovery. Some updating service should be provided in the form of a supplement or a year book.

C. The arrangement of the material is important to useability. If long articles are included there should be a table of contents to guide the user to specific information within the article. If the arrangement is not alphabetically by short subject with adequate cross reference, an index is essential. An encyclopedia arrange topically is of less value as a reference tool than one arranged alphabetically.

D. The physical makeup of an encyclopedia is important for more than esthetic reasons. The type face should be attractive and easy to read, headings and sub-headings should be prominent, paper should be heavy enough so the print on the opposite page does not show through. The binding should be strong to withstand heavy use. Each volume should lie flat when opened and should not be of unwieldy size.

E. Special features such as maps (many of which should be in color), gazetteer charts, pictures, diagrams, art reproductions should be included in close proximity to the articles they accompany or amplify.

3. Book Materials.

3A. Encyclopedia Britannica.

One set purchased annually for the open shelf collection. This set when superseded is added to the Central Youth Library collection.

3B. Encyclopedia Americana.

One set purchased annually for the Ready Reference collection. This set when superseded is added to the open shelf collection and when superseded again added to the Central Youth Library collection.

3C. World Book Encyclopedia.

One set purchased annually for the Ready Reference collection. This set when superseded is added to the Central Youth Library collection and when superseded again is added to the open shelf collection.

3D. Colliers Encyclopedia.

One set is purchased for the open shelf collection in alternate years. The superseded set is added to the Central Youth Library collection

3E. Encyclopedia International.

One set is purchased for the open shelf collection every third year. The superseded set is added to the Central Youth Library collection.

3F. Chamber's Encyclopedia.

One set is purchased for the open shelf collection. Since this encyclopedia is not published annually a set is purchased when published.

3G. Columbia Encyclopedia.

One volume is purchased for the Ready Reference Collection whenever published.

3H. American Peoples Encyclopedia.

One set is purchased for the open shelf collection every five years.

3I. Foreign Encyclopedias.

All foreign encyclopedias are located in the open shelf collection. Selection is minimal. None is duplicated. In all cases, the publication is sporadic so that they all will be replaced by new editions when published. In most instances new editions are now published for 5-10 years. The encyclopedias selected are:

French - Grand Larousse Encyclope'dique
German - Der Neue Brockhaus
Italian - Dizionario Enciclopedica Moderno
Spanish - Diccionario Enciclopedico Abreviado

3J. Circulating Encyclopedias.

With the exception of World Book Large Type Edition encyclopedias are not purchased for circulating purposes.

Circulating sets of the World Book, Americana, Encyclopedia Britannica and Colliers are available. These sets are surplus, not wanted as permanent reference material, and are placed in this collection only when no longer wanted in any area for reference purposes.

4. Special Tools of Selection and Collection Maintenance.

Booklist and Subscription Books Bulletin is the chief critical source for assistance in evaluating encyclopedias. Articles on specific publications should be consulted in magazines indexed in Library Literature. Excellent evaluations are given in such books as Constance M. Winchell-Guide to Reference Books and A. J. Walford's Guide to Reference Material.

AREA 65

READY REFERENCE COLLECTION

1. Introduction.

The Ready Reference Desk is established to answer factual questions which can be answered in a relatively short span of time. These questions are not necessarily answered from book materials, but from any printed resource available including brochures, flyers, clippings, pamphlets, information typed on index cards, maps and unique directories such as the Organization File prepared by the library staff. The collection represents all subject areas; however, some areas are sketchy because the material is technical or specialized. The Ready Reference service is available to all borrowers including students and contest entrants.

All incoming telephone information requests are channelled through the Ready Reference Desk. Those requiring specialized materials or lengthy research are transferred to the subject desks.

The collection is not static. As emphasis of public interest shifts, the collection changes to reflect this shift in interest. As new books are published which meet the criteria for this collection they are added or older books are replaced.

2. Scope.

The Ready Reference collection is broad, cuts across all lines--material from every area is included. The first criteria for selection is demand. The second is facility in use. Material requiring specialized knowledge and material difficult to use because of format are not included. Medical and law materials are confined to dictionaries and directories.

3. Book Materials.

3A. Telephone Directories.

Basically this collection contains directories of all state capitols and all cities of the United States with populations over 500,000. As direct distance dialing has increased, the collection has expanded. If there is sufficient demand for a directory not in the collection, a request is placed with the Wisconsin Telephone Company. Directories for foreign cities are those most frequently requested--London, Paris, Rome, Hong Kong and Switzerland.

The retention policy on these directories is one year or until the directory is replaced by a new edition. The 20 most requested directories (including Milwaukee) are duplicated for the rotary table at Ready Reference.

3B. Encyclopedias.

The policy on encyclopedias is selective. The Americana and World Book encyclopedias are selected for the collection. They are retained one year and as replaced the older edition is shelved in another part of the library. Specialized one volume encyclopedias such as Van Nostrand's Scientific Encyclopedia and the Lincoln Library are retained until a new edition is published. They are not duplicated.

3C. English Language Dictionaries.

This policy is representative. Webster's New International, both second and third edition, Random House, American Heritage and Webster's New Collegiate Dictionary are retained (with the exception of Webster's second edition which is retained permanently) until a new edition is issued. They are not duplicated with the exception of Webster's third edition, two copies of which are selected.

3D. Foreign Language Dictionaries.

The selection for these dictionaries is minimal. Four languages, German, Italian, Spanish and French are selected and retained until a good new edition is published. They are not duplicated.

3E. Directories.

All directories local in scope are selected exhaustively. The national and international directories are selective and include business, medical, law, dental, periodical, newspapers, newsletter and travel directories. All directories are retained until a new edition is published and none is duplicated with the exception of the Milwaukee City directory (three copies).

3F. Almanacs.

Selection of almanacs is comprehensive and retention is one year or until a new edition is published. If a new almanac is published a trial copy is purchased and a final decision made after one year's retention. Almanacs are not duplicated with the exception of the World Almanac.

3G. Literary Handbooks.

Selection is minimal, primarily for purposes of identification. All are retained until a new edition is published.

3H. Art, Music and Sports Handbooks.

Selection is minimal, almost nil. This material is specialized and questions are better answered by librarians at the appropriate subject desk.

3I. Biographical Dictionaries.

Selection is representative and retention permanent with certain exceptions such as Who's Who and Who's Who in America which are replaced yearly by new editions.

3J. Government Handbooks.

Selection is minimal primarily for identification purposes, retained until a new edition is published.

3K. History, Local (Milwaukee and Wisconsin).

Selection is minimal, primarily for identification purposes. Retention is permanent.

3L. English Language (Abbreviations, Phrases, Grammars).

Selection is representative, retained permanently unless new editions are published.

3M. Atlases.

Selection is minimal, limited to the Rand McNally Commercial Atlas and Marketing Guide. The section on Wisconsin is duplicated. Retention is one year, replaced each year by a new edition.

4. Non-book Materials.

Because of the nature of requests for information some non-book materials are essential. Current event materials in the form of brochures, newspaper clippings and announcements are selected exhaustively for local (Wisconsin) and Chicago events. They are ephemeral, retained only until the time of the event.

4A. Directories.

The selection is the same as for books. Local directories are exhaustive, national and international are representative. They are retained until a new edition is published.

4B. Pamphlets.

A minimal collection of pamphlets supplement the book collection. It is confined to information on the city and county of Milwaukee, state of Wisconsin and frequently requested information such as accident facts, nutrition and care of animals.

4C. Maps.

Selection of maps is minimal. Maps of the Milwaukee area and state of Wisconsin are retained for one year and replaced with new editions. Maps of Chicago are retained until worn out, usually one year. The Milwaukee County and Wisconsin maps are duplicated for each of the five desks.

5. Special Tools of Selection and Collection Maintenance.

Since this is a very generalized area with little depth there are no special selection tools applicable. However, for special information much material is kept up to date by telephone calls and by letter inquiries.

6. Organizations, Institutions and Societies Operating In the Subject Area.

There are no organizations, institutions or societies requiring special attention. However, contact is made with a few sporadically for specific points of information.

7. Allocation of Materials.

All materials are reference.

AREA 88

SALES PAMPHLET COLLECTION

1. Definition.

A sales pamphlet is a pamphlet made available for library patrons to purchase.

2. Purpose.

The sales pamphlet collection exists to supplement the circulating book and pamphlet collections. The collection is maintained as a service to those library borrowers who desire to have the material permanently in their possession. The collection also exists to make more readily available those pamphlets not obtainable through bookstores or other commercial sources in the Milwaukee area.

3. Depth.

The collection consists of over three hundred titles. The sales pamphlet collection has an emphasis on topics of current as well as continuing interest. Most frequently represented are those pamphlets have a direct bearing on the user's life. Included are such topics as family problems, health, hobbies, investment information, consumer problems, and material relating to club work. There are also pamphlets available which are relevant to the library's educational purpose. These include pamphlets on writers and guides for using the library and the reference books it contains.

4. Special Tools of Selection and Collection Maintenance.

A. The pamphlet must fill a need or have a direct bearing on an individual's life.

B. The titles are selected by the Vertical File Coordinator with the approval of the Coordinator of General Materials and Services. Titles are also suggested by the selector-librarians as they examine new material in their areas.

C. The pamphlets are selected from several sources. Among the most important are:

Public Affairs Pamphlets
British Writers Series published b y the British Book Council
Federal Documents
Science Research Associates Series
League of Women Voters

D. Pamphlets offered for purchase should have an attractive format and good print.

E. The pamphlets should be readable. They must not be too technical or too scholarly. The general public should be able to read and understand them with ease.

F. An attempt is made to maintain a balanced collection. Duplication depends on interest in the subject.

G. Controversial subjects must be presented in an even handed manner. Both sides of an issue should be discussed in the pamphlet. Occasionally exceptions are made when the subject matter is of more than ordinary interest and importance.

H. Sales pamphlets, as a general rule, should be priced between $0.05 and $1.50.

I. The titles selected should not be available elsewhere in the community.

J. When a new title is selected, usually ten copies are ordered. If sales warrant, additional copies are purchased.

K. A new title is not ordered without first examining it.

5. Explanatory Notes and Additions.

A. Pamphlets are kept in the collection as long as there is sufficient interest in the topic.

B. Titles are reviewed periodically. If the material is out of date, it is discontinued.

C. If a title does not sell more than ten copies in a year, serious consideration is given to cancelling it.

III. HUMANITIES DIVISION

AREA 48

COMMUNITY LIVING

1. Scope.

Area 48 includes the Dewey classification of:

300-309 - Sociology
325-326 - Migration, Colonization and Slavery
360-367, 369 - Social pathology, Social services and associations
390, 392-399 - Customs and Folklore

The public served divides into three categories: the general or curious reader, the professional or practitioner and the student.

2. Book Materials.

2A. 300-309 - Social Sciences.

Depth for the area in general is comprehensive with general practices applying for retention and duplication. Special efforts are made to evaluate materials in terms of building a reference collection reflecting both classic and current interests.

Specific areas in this section requiring additional or differing criteria are:

301.31 - Ecology.

Representative. Items purchased for use of general reader and student. Highly technical nature and expense limit items purchased for professional use. Selection is complicated by the proliferation of readers and collections of articles and essays currently published. Caution is needed as material published exceeds current public's use.

301.32 - Demography.

Selective. Highly technical nature of majority of publications limits use.

301.36 - Urban Community.

Comprehensive. Average or below average demand but resource collection is necessary because of Milwaukee's urban position.

301.412 - Women.

Comprehensive. Reference materials on the women's movement. (Duplicated in circulating collection.)

301.415 - Extramarital and Abnormal Sexual Relations.

Comprehensive. Emphasis on homosexual, lesbian and prostitution materials. Reference copies not only of factual studies but also of personal narratives which give insights and viewpoints. The biggest problem is the borderline between viewpoint and insight as opposed to voyeurism and kinkiness. Some materials are restricted. Some reference items may not be duplicated in circulating collection because of cost or technicality of approach.

301.451 - Aggregates of Specific National, Racial, Ethnic Origins.

Comprehensive. Reference collection (duplicates in circulating collection) concentrating on minorities and migration to the Midwest.

309 - Social Situation and Conditions.

Comprehensive for the U. S. Representative for other countries.

309.2 - Planning and Assistance.

Representative. Highly technical nature and expense of items limit purchase and use. Most general items dealing with local planning purchased because of Milwaukee's involvement with the concept and the increased emphasis on community organization.

2B. 325 - International Migration.

Comprehensive for the U. S. Selective for other countries. General practices apply for retention and duplication. Reference collection (usually duplicates in circulating collection) on Midwest immigration and specific nationalities.

325.26 - Blacks, 326 - Slavery and Emancipation.

Comprehensive. Extensive reference collection. (Duplicates in circulating collection.) General practices apply for duplication and retention.

325.3 - Colonization.

Selective. General practices apply for duplication and retention.

2C. 360-367, 369 - Social Pathology, Social Services, Associations.

Depth for the area in general is comprehensive with general practices applying for retention and duplication.

Specific areas in this section requiring additional or differing criteria are:

362.11 - General Services of Hospitals and Infirmaries.

Selective. Highly technical, specialized publications and their expense limit purchase.

364 - Crime and Its Alleviation.

Comprehensive. Reference collection (duplicates in circulating collection) on suicide, major crimes and criminals or those gaining public attention such as the Lindbergh kidnapping, John Dillinger, and the Mafia.

366-367, 369 - Associations, General Clubs.

Selective.

2D. 390, 392-399 - Customs and Folklore.

Depth of the Area in general is comprehensive with general practices applying for retention and duplication.

Specific areas with differing criteria are:

398 - Folklore.

Representative.

399 - Customs of War and Diplomacy.

Selective.

3. Non-book Materials.

General practices apply.

4. Special Tools of Selection and Collection Maintenance.

Alternatives in Print (R016.30124-T198a)
American Journal of Sociology
Annals (American Academy of Political and Social Sciences)
Black Books Bulletin (R016.32526-I58)
Booklegger (replacing Synergy)
Contemporary Sociology (I.P.)
Inner City Newsletter (Library Service Institute)
Social Responsibilities Round Table Newsletter
Social Service Review
Milwaukee Journal
Milwaukee Sentinel
Encyclopaedia of the Social Sciences (R303-I61)
Hoselitz, Bert A Reader's Guide to the Social Sciences (R016.3-H825a)
White, Carl Sources of Information in the Social Sciences (R016.3-W5835 (1973))

5. Organizations, Institutions and Societies Operating in the Subject Area.

Reference collection of materials published by local agencies, public and private; self-help groups; institutions; and chapters of national organizations. Also some reference materials of groups of national scope such as:

League of Women Voters
NAACP
National Urban Coalition
Annual Reports of Major Foundations and Charities

6. Allocation of Materials.

General practices apply. Special areas of concentration noted under book materials.

AREA 49

FICTION

1. Scope.

A. The fiction area consists of all novels published in the English language including translations from other languages into English.

B. The primary criteria for selection of the novel is literary quality. Because much of the material involved falls into the recreational reading category, reader demand must also be a major criteria in selection.

C. For the purposes of selection, the fiction may be thought of as having three parts which are treated in different ways.

(1) The first category consists of those novels which have become literary classics. Help in determining these may be obtained by checking sources such as the following:

Spiller, Robert Ernest. Literary History of the United States. New York: Macmillan, 1963-1972 (R810.9-S756a3)
Hart, James David. Oxford Companion to American Literature. New York, Oxford University Press, 1965 (R810.3-H325a4)
Harvey, Sir Paul. The Oxford Companion to English Literature. Oxford, Clarendon Press, 1967 (R820.3-H34a4)
Harvey, Sir Paul. The Oxford Companion to French Literature. Oxford, Clarendon Press, 1959 (R840.3-H342)
Bateson, Frederick Noel. Cambridge Bibliography of English Literature. New York: Macmillan, 1941-1957 (L016.820-C178)

Those authors winning major literary prizes such as the Nobel also fall in this category.

(2) The second category is made up of those books which have become standards in their particular fields such as Heinlien in science fiction and Sayers in mysteries. Specialized criticism and literary histories, for example in science fiction Kingsley Amis, New Maps of Hell, New York: Harcourt, Brace & Co., 1960. (809.3-A517) should be consulted in the various fields for help in determining what falls into this category. Also various prize winners such as the Nebula Awards in science fiction and those awards offered by the Mystery Writers of America and the Western Writers of American fall in this group.

(3) The last, and largest category is that of ephemeral recreational reading, including those novels reviewed in current media for which there is an immediate demand, first novels, and experimental novels whose long-lasting literary value is not immediately clear. It is possible that an author falling into this third category may move into one of the first two groupings. Passage of time may change critical opinions or an author may write later books of such excellence that it changes his entire standing.

D. Many large-print books purchased by the library are fiction. The librarian in charge of the Over 60 Service initiates orders for books in this format. The fiction selector then looks over these and choses those which are felt to be of enough interest to be added to the Central Library's collection.

2. Book Materials.

2A. Fiction, Classics.

(1) Depth should be exhaustive for those writing in English. Authors of other languages in English translation should be comprehensive.

(2) Every effort possible should be made to retain at least two copies of each title. If the library has only one remaining copy and the material is out-of-print, it should be made reference.

(3) Duplication - General practices apply.

2B. Fiction, Standard.

(1) Depth should be comprehensive.

(2) Two copies of major works and one of lesser titles should be retained, with last copies being made reference.

(3) Duplication - General practices apply.

2C. Fiction, Ephemera.

(1) Depth should be representative with particular attention being paid to literary standards and demand.

(2) Retention need only be attempted under a last copy system after public interest has lessened and no lasting value has been shown to exist.

(3) Recognizing the impossibility of meeting public demand for a best seller, the Central Library buys only one to three copies, initially. If long-term demand continues, and the literary quality of the material is high, more copies may be ordered later.

3. Non-book Materials.

On rare occasions a periodical is published containing entirely fiction. The criteria used for selection should be those of the General Statement plus strong consideration of literary value.

Other materials do not apply.

4. Special Tools of Selection and Collection Maintenance.

A. For use in selection of new fiction titles by both the fiction selector and the neighborhood librarians, a special review file is maintained. This is the major guide to selection of newly published titles. The following sources are checked regularly.

Virginia Kirkus
New York Times Book Review
Book World
Saturday Review/World
Library Journal
Best Sellers
New York Review of Books
Milwaukee Journal
Christian Science Monitor

The reviews from these sources are cited and summarized on cards which are placed in the books at the time of selection. After the book has been chosen for the Central Library only, for the Central Library and neighborhood libraries, or rejected, these reviews are filed and kept for a period of one year. After one year, one review card is kept, usually the Library Journal, and the citations of the other reviews are written on it; then they are discarded. These files are kept for ten years.

B. In addition to published reviews, the fiction selector may ask any professional or pre-professional staff members to read and review a title. Staff reviews are written on form PL-27 and kept with the review file. They are retained ten years. Staff reviews are done on the following classes of books.

Books which have not been reviewed elsewhere.
Books which have received mixed reviews.
First novels, unless favorably and extensively reviewed in published sources
Books falling under the controlled materials (red-lined) category

C. Selection of those books which are defined as classics may often involve selection of editions. The general selection policies should apply as to format. The library does not buy works edited or otherwise designated especially for school use. Particular aids to selection of editions and bibliographies of individual authors may have to be checked to determine which of many available editions are the best for the library to purchase.

D. The Fiction Catalog (R016.8083-F448) including its supplements, published by the H. W. Wilson Company, provides a valuable guide for collection maintenance. Title listed in this guide are recognized as being worthwhile in a library having a broad fiction collection, containing both recreational reading and materials for serious students of literature. This bibliography is particularly useful in deciding what gifts should be added to the collection as duplicates and in helping with binding decisions.

5. Organizations, Institutions and Societies Whose Publications Require Special Attention.

Does not apply.

6. Allocation of Materials.

A. Most fiction is bought on a circulating only basis.

B. Last copies of titles may be made reference as noted in the retention section.

Some fiction may fall in the special collections and rarities section of the general practices and be made reference. Certain editions of titles may be made reference for their value in the literary history of an author. Reference copies may be kept of novels depicting a certain literary movement; e.g., Gothic Romances, 19th Century Socialistic movements.

AREA 50

GOVERNMENT

1. Scope.

Dewey classifications.

308 - Speeches and Papers of Statesmen
320-324 - Political Science
327 - International Relations
328 - Legislatures and Legislation
329 - Practical Politics and Political Parties
335 - Socialism and Related Systems
340-349 - Law
350-354 - Public Administration
355-359 - Military Science
363.2 - Police Science
363.3 - Fire Fighting

The primary goal of selection in Area 50 is to provide the general public with a balanced collection of materials which will enable it to understand and evaluate current public affairs as well as the history and background of all fields covered.

Primary emphasis is placed on materials relating to the United States, Wisconsin and the Milwaukee area. Of foreign nations greater emphasis is placed on Great Britain and Canada than on other nations unless events or institutions discussed have world wide repercussions; i.e., the Arab-Israeli conflict.

Foreign language editions are included only for very important seminal works. Included are Spanish language books in this area; i.e., legal guides for the layman, parliamentary procedure handbook, and others of this nature--primary, practical, useful--are ordered to meet the needs of Milwaukee's Spanish speaking community.

2. Book Materials.

2A. 308 - Collected Speeches and Papers of Statesmen.

(1) Depth.

Americans of nationwide importance - Exhaustive.
Wisconsinites and Milwaukeeans - Exhaustive.
Statesmen of Other States, Great Britain and Canada - Selective.
Statesmen from Other Nations - Selective and only in English.

(2) Retention - Permanent.

(3) Duplication - None.

2B. 320-324 - Political Science (with the exception of 323.4 - Civil Rights).

(1) General Works - Selective.

United States - Representative.
Wisconsin and Milwaukee - Exhaustive.
Other states - Selective.
Great Britain and Canada - Selective.
Other nations - Minimal.

2C. 323.4 - Civil Rights.

(1) Depth - Comprehensive.

(2) Retention - Permanent.

(3) Duplication - General practices apply.

2D. 327 - International Relations.

(1) Depth.

United States - Comprehensive.
Great Britain - Representative.
Other nations - Selective.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2E. 328 - Legislation and Legislatures.

Exception - 328.1 - Parliamentary Procedure.

(1) Depth.

United States and Wisconsin - Comprehensive.
Great Britain - Selective.
Other nations - Minimal.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2F. 328.1 - Parliamentary Procedure.

(1) Depth - Since almost every organization uses Henry Robert's Rules of Order we purchase only this title in its latest edition.

(2) Retention - Permanent.

(3) Duplication - As many copies as necessary.

2G. 329 - Practical Politics and Political Parties.

(1) Depth.

United States - Major political parties - Representative.
- Minor political parties - Selective and balanced.

Wisconsin and Milwaukee - Major parties and the Socialist Party and Progressive Party - Exhaustive.
- Minor parties - Selective and balanced.

Great Britain and Canada - Selective.

Other countries - Minimal.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2H. 335 - Socialism and Related Systems.

(1) Depth - Selective.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2I. 340-349 - Law (Except 341 International Law).
342 - Constitutional Law, 347.99 U. S. Supreme Court.

The law collection does not attempt to serve law school students or lawyers. It is primarily for the use of the general public. The library provides proposed bills and basic codes and ordinances of federal, state, county and city government and the guides to them.

(1) Depth.

United States and Wisconsin - Representative.
Great Britain and Canada - Selective.
Classical Period - Selective.
Other Nations - Minimal.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2J. 341 - International Law (Except 341.1 International Organizations and 341.6 - Disarmament).

(1) Depth - Selective.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2K. 341.1 - International Organizations.
341.6 - Disarmament.

(1) Depth - Comprehensive.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2L. 342 - Constitutional Law.

(1) Depth.

United States and Wisconsin - Comprehensive.
Great Britain and Canada - Selective.
Other nations - Minimal.

2M. United States Supreme Court.

(1) Depth - Comprehensive.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2N. 350.351 (Except 351.3) - Public Administration.

(1) Depth.

United States - Representative.
Wisconsin and Milwaukee area - Exhaustive.
Other areas - Selective.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2O. Civil Service Examination Handbooks.

(1) Depth - Selective. Budget limitations preclude the possibility of purchasing handbooks for every occupation so the selector must discover what handbooks are requested and stock those most frequently sought by borrowers.

(2) Retention - One reference copy is catalogued and is transferred to the Vertical File circulating collection when a new edition is added.

(3) Duplication - As circulating Vertical File material. Usually only one copy except for those in greatest demand; i.e., policemen, firemen, postal clerk-carrier, social caseworker.

2P. 352 - Local Government.

(1) Depth.

General - Selective.
Milwaukee area - Exhaustive.
Other cities - Selective with emphasis on other large cities, especially those where innovative methods are discussed.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2Q. 353 - United States Federal Government. (Except 353.3 The Presidency and 353.6 The Supreme Court).

(1) Depth - Representative.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2R. 353.3 - The Presidency.

(1) Depth - Exhaustive.

(2) Retention - Permanent.

(3) Duplication - General practices apply.

2S. 353.6 - Supreme Court.

(1) Depth - Comprehensive.

(2) Retention - Permanent.

(3) Duplication - General practices apply.

2T. 354 - Other National Governments.

(1) Depth.

Great Britain and Canada - Selective. Area 50 is responsible for obtaining all papers of British andCanadian Royal Commissions even though their subject matter may place them in other area classifications.
Other nations - Selective and only in English.

2U. 355-359 - Military Science.

In addition to books on military strategy, these numbers include histories of a nation's wars and military organization's operations if more than one war is included. Histories of specific wars or campaigns are included in the history numbers.

(1) Depth.

General works - Selective.
United States - Representative.
Great Britain, Canada and Russia - Selective.
Other nations - Minimal.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2V. 367.2 - Police Science.

(1) Depth.

General works - Representative.
United States - Representative.
Great Britain and Canada - Selective.
Other nations - Minimal.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

2W. 363.3 - Fire Fighting.

(1) Depth - Selective.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

3. Non-book Materials.

(1) Depth - General practices apply.

(2) Retention - General practices apply.

(3) Duplication - None.

Note: Selector tries to obtain newsletters of all members of the Wisconsin delegation to the United States Congress.

4. Special Tools of Selection and Collection Maintenance.

America's Future
Foreign Affairs: 50-Years Bibliography (RO16.327-F712)
Government Affairs Foundation, New York
Metropolitan Communities: A Bibliography with Special Emphasis on Politics and Government (RO16.352073-G7212 4 Supplements)
Harmon, Robert B. Political Science: A Bibliographical Guide to the Literature (RO16.32-H288 3 Supplements)
International Bibliography of Political Science (RO16.32-I62)
Milwaukee Legislative Reference Bureau
LRB - Recent Additions
Parliamentary Affairs
Perspective
Public Administration
Public Management Sources (RO16.35-P979)
Recent Publications on Governmental Problems
Royal Institute of Public Administration
Selected List of Accessions

5. Organizations, Institutions and Societies Operating in the Subject Area.

American Bar Association
American Bar Foundation
American Civil Liberties Union (and Wisconsin and Milwaukee officials)
American Enterprise Institute for Public Policy Research
American Federation of Labor - Council of Industrial Organizations
Americans for Constitutional Action
Brookings Institute
Center for the Study of Democratic Institutions
Citizens Government Research Bureau (Milwaukee organization)
Council on Foreign Relations
Council on State Government
John Birch Society
League of Wisconsin Municipalities
Milwaukee Bar Association
National League of Cities
Public Administration Service
Public Personnel Association
Ripon Society
Royal Institute of Public Administration
Urban Institute
Wisconsin Bar Association
Wisconsin Taxpayers Alliance

6. Allocation of Materials.

General practices apply.

AREA 51

GENERAL HISTORY

1. Scope.

900-910 - General World History: its philosophy and theory, miscellany, organizations and their publications, the study of history; general geography and world travel.

913 - Archaeology; geography of, travel in, and study of, the ancient world.

915-916 - Geography of, and travel in, Asia and Africa.

918-919 - Geography of, and travel in, South America, Oceania, Australia, the Pacific and Polar regions.

930-939 - Study and history of the ancient world.

950-969 - History of Asia and Africa.

980-998 - History of South America, Oceania, Australia, the Pacific and Polar regions.

2. Book Materials.

a. Depth - The collection is at least selective/representative in all areas except:

(1) There is a comprehensive collection of "19th century" travel/personal memoir-type titles. Because the collection is so good in this respect, those classics which are missing should be added as reprints become available.

(2) Archaeological materials are quite selective, due mainly to prohibitive costs.

(3) Representation in ancient history is comprehensive for the scholarly works which are classics.

(4) Public demand for materials dealing with specific events such as the Arab-Israeli conflict and the Vietnam/Indo-China situation is such that comprehensive coverage is attempted as funds allow.

b. Retention - General practices apply.

c. Duplication - General practices apply, with the exception of titles dealing with unusual and unexplained phenomena. Excessive public demand and the very derth of material available necessitates sometimes heavy to saturation duplication.

3. Non-book Materials.

a. Depth.

(1) Selective for other than learned society publications in ancient and general world history; representative/comprehensive in those areas.

(2) See 2. a. (2) above.

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

While there are some standard tools peculiar to Area 51, an exact list is too rigid and confining in many ways. Periodicals, especially, come and go, change titles, and vary the quality of their coverage. Many bibliographies appear excellent when first published, but if not updated can soon lose their usefulness. Both serials and specialized bibliographies may, in retrospect, lose their originally-appearant excellence. A further problem in the strict reliance on a standard set of selection aids is that much of what the library purchases is already in the building long before any reviews are available, making individual discretion all the more important. For current material, then reviewing media have some definite limitations. By far, their greatest usefulness is in a program of filling gaps in holdings, and in the discarding of materials. For the foregoing reasons, the following lists are meant to be illustrative rather than exhaustive.

a. Periodicals.

American Antiquity
American Historical Review
American Journal of Archaeology
Archaeology
Classical Review
Current History (new series)
Geographical Journal
Harvard Journal of Asiatic Studies
Hispanic American Historical Review (and its guides)
History
History, the Journal of the Historical Association
History Today
International Affairs
Journal of Anthropoligical Research
Journal of Asian Studies (and its annual)
Journal of International Affairs
Journal of Modern History
Journal of Near Eastern Studies
Middle East Journal
Pacific Affairs
Pacific Historical Review
Pakistan Horison

b. Bibliographics and Classified Serials.

Australian Books in Print. 1973- (R015.94-A935)
Cambridge Ancient History (and its revisions) (R930-C17a-3)
Griffin, C. C. Latin America: A Guide to Historical Literature. 1971. (R016.98-G851)
Guide to Historical Literature. (R016.900-G94) (R016.900-G94a2)
Handbook of Latin American Studies. (Annual) 1936-1972 (R016.980-H24)
Historical Association, London. Bulletin of Historical Literature. (Annual) (R016.9-H673)
International Bibliography of Historical Science. (Annual) (R016.9-I61)
Libros en venta en Hispanoamerica y Espana. 1964 and 4 suppl. to 1971. (R015.8-L697)
Nunn, G. R. Asia: A Selected and Annotated Guide to Reference Works. 1971. (R016.915-N972)
Poulton, H. J. The Historian's Handbook: Descriptive Guide to Reference Books. 1972. (R016.9-P876)
Pakistan National Bibliography. (Annual) 1966-1973 (R015.547-P152)
Taylor C. R. H. A Bibliography of Publications on the New Zealand Maori and the Moriori of the Chatham Islands. 1972. (R016.91931-T239)
A Pacific Bibliography. 2nd ed. (R016.919-T239)
Wagner, W. W. Book in World History: A Guide for Teachers and Students. 1973. (R909.007-W128)

5. Organizations, Institutions and Societies Operating in the Subject Area.

American Geographical Society
Arctic Institute of North America
Association for Asian Studies
Association of American Geographers
Historical Association, London
International Committee of Historical Sciences
Organization of American States (and Pan American Union and Bureau of American Republics)
Royal Institute of International Affairs
Royal Scottish Geographical Society
Unesco

6. Allocation of Materials.

General practices apply.

AREA 52

BIOGRAPHY

1. Scope.

a. Class number 92.

(1) Individual biographies.

(2) Autobiographies.

(3) Diaries.

(4) Letters.

b. Class numbers 920-926 and 928.

(1) Works on the subject of biography.

(2) Collective general biographies.

(3) Collective biographies of specific classes of people.

c. Class number 929.

(1) Genealogy.

(2) Names.

(3) Heraldry.

(4) Epitaphs.

(5) Flags.

d. Class number 016.92 for bibliographies of the above subjects.

e. Exceptions and explanations.

(1) Biographies of Indians.

a) North and Central American Indian biographies are selected by Area 53 and classified as 970.2.

b) South American Indian biographies are selected by Area 51 and classified as 980.2.

(2) 927's are selected by the Fine Arts Department.

(3) Selection of 929's is limited because many are purchased by and for the Local History Department. (See policy stated under 2. Book Materials b. Genealogy).

(4) Area 52 selection is done in cooperation with the appropriate selector-librarians. For example:

(a) Area 52 works with Area 54 to maintain a strong collection in the field of military history.

(b) Area 52 works with Area 59 to maintain a strong literature collection.

(c) Area 52 works with Areas 48 and 69 when biographies are oriented around experience with illnesses or handicaps. These are often more easily found by patrons if classed in the 300's and 600's with practical information on the subjects.

2. Book Materials.

2A. General.

a. Depth - Comprehensive.

(1) Care is being taken to strengthen our collection of scientific biographies.

(2) United States and British biographies about people famous enough to be included in standard reference sources (i.e., encyclopedias, etc.) are usually purchased.

b. Retention - General practices apply.

c. Duplication - General practices apply. Selections from unabridged works or collections of letters, papers, etc. already in our reference collection are usually purchased for the circulating collection only, if at all.

2B. Genealogy.

a. Depth - Selective.

(1) The library's major genealogy collection is selected by Area 55 and is shelved as reference in the Local History Department.

(2) Area 52 selects introductory works, practical guides, and surveys in frequent demand by the reference librarians and the public.

(3) Area 52 may purchase family biographies as circulating only. Reference copies are selected by Local History.

b. Retention - Permanent reference copies of most titles. Lost and worn titles are replaced with the frequent new editions which are common to this subject area.

c. Duplication - These materials are in heavy demand and many are missing. One reference and one circulating copy are necessary for the majority of titles.

2C. Local Biographies - Milwaukee and Wisconsin.

a. Depth - Exhaustive. If only one copy of a title is purchased, it will be made part of the Local History collection.

b. Retention - Permanent.

c. Duplication - Depends on anticipated demand. Most biographies of good quality about prominent people will be purchased as both circulating and reference. This is in addition to copies in Local History.

2D. Biographies of Writers in Literature and Other Fields.

a. Depth.

(1) Exhaustive - Circulating and reference collections of new titles about American authors.

(2) Comprehensive - Circulating and reference collections of new titles about foreign authors.

(3) Selective - Collection of reprints because of lack of funds.

b. Retention - See 2. Book Materials. 2A. General b. Retention.

c. Duplication - Area 52 usually purchases circulating and reference copies of literary biographies. For books about other types of authors, general practices apply.

2E. Biographies of Presidents of the United States.

a. Depth.

(1) Exhaustive reference collection.

(2) Comprehensive circulating collection.

b. Retention - Permanent.

c. Duplication - Most titles will be needed for both circulating and reference collections.

2F. Reprints.

a. Depth - Very selective.

(1) Purchases are very limited due to budgetary limitations.

b. Retention - General practices apply.

c. Duplication - Seldom.

2G. Who's Who Publications.

a. General policy.

(1) Depth - Comprehensive for both nationality and occupational groups.

(2) Retention - Permanent.

(3) Duplication - Usually only one copy is purchased.

b. Standing orders and new editions.

(1) Each new edition of American or British biographies is purchased. Standing orders are used in acquisition.

(2) Other foreign biographies are purchased no oftener than every three years. Standing orders are used if possible.

(3) Frequency of purchase of occupational biographies varies.

(4) Marquis and Bowker publications are always considered for standing order.

3. Non-book Materials.

a. Depth - General practices apply.

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

a. General selection tools.

(1) Book Publishing Record: All titles must be checked for the classification numbers.

(a) Beginning with 92 or 016.92.

(b) Ending with B or (B) or decimal 924.

(2) Biography Index (R016.920-B615)

(3) Historical magazines such as:

(a) American Historical Review

(b) Journal of American History

(4) Bibliographic aids and tools to evaluate collection adequacy.

b. Bibliographic aids and tools to evaluate collection adequacy.

(1) United States.

Dargen, Marion Guide to American Biography (R016.920073-D217)
Handlin, Oscar Harvard Guide to American History (R016.973-H236)
Kaplan, Louis A Bibliography of American Autobiographies (R016.920073-K17)
Matthews, William American Diaries (H016.92-M44)
O'Neill, E. H. Biography by Americans (R016.920-058)
U. S. Library of Congress, General Reference and Bibliography Division Presidents of the United States, 1889-1962 (R016.923-U58)

(2) Great Britain.

Matthews, William British Autobiographies (H016.92-M44br)
Matthews, William British Diaries (H016.92-M44b)
Matthews, William Canadian Diaries and Autobiographies (H016.92-M44c)

5. Organizations, Institutions and Societies Operating in the Subject Area.

None.

6. Allocation of Materials.

a. One copy of every biography before 1940 has been made reference.

b. Other special practices have been noted above.

AREA 53

AMERICAN HISTORY

1. Scope.

Area 53, American History, includes Dewey numbers 917 and 970-979. This is the description, travel and geography of all of North America, the lives of North American Indians and the history of all of North America. Books about Hawaii are part of Area 51, because they are classed in Dewey number 919.

Area 53 buys circulating copies of materials in Area 55, Local History, and coordinates selection efforts with the biography selector, Area 52, to maintain a representative coverage of the lives of important figures in American History.

2. Book Materials.

2A. Description and Travel (Dewey 917).

a. Depth - Representative, but only English language.

b. Retention - One copy of the major guide books, such as Fodor's, but only the edition including Wisconsin of the more ephemeral guides, such as AAA, is retained after 3 years. One copy of all the major works, such as the WPA guides is retained.

c. Duplication - Two copies of all major tour guides, WPA guides and major descriptive works, such as National Geographic publications; up to 4 copies of currently popular titles; up to 6 copies of materials on Wisconsin if in demand.

2B. North America, Discovery and Exploration (Dewey 970).

a. Depth - Comprehensive in English language. Includes some foreign language primary source material in their original languages.

b. Retention - One copy.

c. Duplication - Only very popular titles are duplicated.

2C. Natives (Indians) of North America (Dewey 970.1).

a. Depth - Representative, except comprehensive in primary resources and all aspects of lives and history of Wisconsin Indians.

b. Retention - One copy of all primary source material and Wisconsiniana.

c. Duplication - Limited duplication, up to 3 copies of material in current demand.

2D. Canadian History (Dewey 971).

a. Depth - Comprehensive in English. Some source materials originally published in French.

b. Retention - One copy of all primary resources.

c. Duplication - Limited, 2 copies of popular works.

2E. Mexican, Central American and Caribbean History (Dewey 972).

a. Depth - Comprehensive in English. Very few foreign language (mainly Spanish) works, only when there is no English translation or when the work is an important primary source.

b. Retention - One copy of all primary sources.

c. Duplication - Very limited.

2F. History of the U. S A. (including Alaska, but excluding Hawaii and island territories in the Pacific which are part of Area 51) (Dewey 973).

a. Depth - Comprehensive in English and for primary source materials in their original language.

b. Retention - One copy of all materials, except the very ephemeral. Everything relating to a U. S. president is retained permanently in at least one copy.

c. Duplication - All but the most ephemeral may be duplicated, with up to 4 copies of those books that are both well-written and in demand.

3. Non-book Materials.

3A. Vertical File.

a. Depth - Comprehensive in English for all of North America. Special attention is devoted to complete coverage of Wisconsin and the national parks of the U. S. and Canada.

b. Retention - The Vertical File is heavily used and it is essential that its material be current; material more than 5 years old is discarded, after it is offered to Local History.

c. Duplication - One or two copies of all material, except three copies of material on Wisconsin or national parks.

4. Special Tools of Selection and Collection Maintenance.

American Historical Review (Periodical)
Reviews in American History (Periodical)
Historical Abstracts (R016.9-H671)
America: History & Life (R016.973-A498)
Historical Association, London Annual Bulletin of Historical Literature (H016.9-H673)
American Geographical Society of New York Current Geographical Publications, Additions to the Research Catalog (R016.91-A512)

Guide to Historical Literature (R016.9-G94 and R016,9-G94a2)
Handlin, Oscar. Harvard Guide to American History (R016.973-H236)
Howes, Wright. US-iana, a Descriptive Checklist (R016.973-H859)
U. S. Library of Congress. General Reference and Bibliographical Division. Guide to the Study of the United States of America (R016.9173-U585)
Beers, Henry P. French in North America (R016.97-B415)

5. Institutions, Societies and Organizations Operating in the Subject Area.

The American Historical Association is an important publisher. The AHA Pamphlets and the Discussions on Teaching, which replaces the Service Center for Teachers of History Publications should all be acquired.

The library has a life membership and a standing order for all of the publications of the Wisconsin State Historical Society.

6. Allocation of Materials.

a. Non-circulating Collection.

General policies apply, with special care taken to assure at least one non-circulating copy of all primary source material in the collection. Of all material relating to a president of the United States, there shall be at least one non-circulating copy.

b. Circulating Collection.

General practices apply. The only exception being: when a non-circulating copy of material is available in the Local History collection, and use of the material is not expected to be very heavy, there shall only be circulating copies of the material in Area 53. Circulating copies shall be acquired whenever possible, but priority is given to non-circulating material.

AREA 54

EUROPEAN HISTORY

1. Scope.

Basically, Area 54 attempts to provide a balanced collection that will meet the demands of the various publics needing materials on European travel and history (travellers, general readers, high school and college students, and the occasional scholar or researcher) as well as material needed for reference work by the library staff. At the same time, because of the greater availability of English language materials on certain subjects, the desire to continue adding depth to certain especially strong parts of the collection, or the selector's determination of the importance of certain events, there are some areas of the collection that have a range and comprehensiveness beyond the scope of a merely representative collection. While some indication of the first two of these will be given in the specific policy statements to follow, it is impossible to foretell what events will fall within the definition of the third. Thus, the selector must be alert to events that will call for more comprehensive coverage than is given to most subjects. This area includes Dewey numbers 914, 940-949.

2. Book Materials.

While the "Statements of General Practice" covers nearly all kinds of materials, it does not include practices for the following which it seems advisable to comment on in relation to this area.

2A. Collections of Essays.

a. Depth - Comprehensive.

b. Retention - Permanent.

c. Duplication and Allocation - One non-circulating copy.

2B. Foreign Language Books.

a. Depth - Highly selective; some outstanding histories may be purchased, but most additions are illustrated travel books.

b. Retention - General practices apply.

c. Duplication and Allocation - One copy circulating for histories; one non-circulating for illustrated travel books.

2C. Bibliographies.

a. Depth - Comprehensive if they cover English language material primarily; selective if they primarily cover foreign language material.

b. Retention - Permanent.

c. Duplication and Allocation - One non-circulating copy.

2D. Reprints.

a. Depth - Selective, because of price; concentration is on titles included in indexes (Essay and General Literature Index, for example) or those that will provide additional material in areas in which we are attempting a certain degree of comprehensiveness, such as World War II.

b. Retention - Permanent.

c. Duplication and Allocation - One non-circulating copy, unless it is a very popular classic, in which case purchase circulating also.

2E. Gifts and Surplus Books.

a. Depth - Unless it is a textbook, an outdated travel guide, or an extremely ephemeral item, gifts and surplus books are considered for inclusion in the collection under the guidelines given below.

b. Retention - General practices apply.

c. Duplication and Allocation - If owned only as circulating, add as non-circulating. Unless demand seems to require more, check collection and discard all except one circulating copy. If already owned circulating and non-circulating, add to surplus collection if there are less than two copies there. Ideal situation is to have one circulating and one non-circulating copy in the cataloged collection available to the public and two, at the most, in the surplus collection.

2F. Travel Materials (materials to be included in 914's).

a. Scope - Gazetteers, geographies, travel guides and general travel books (personal narratives and illustrated surveys) that deal with all European countries--including modern Crete, Iceland and European Russia, but excluding Cyprus, Greenland and Asiatic Russia.

b. Pre-1945 Travel Guides and General Travel Books.

(1) Depth - As exhaustive a collection of material as can be acquired through gifts or from reprints. Foreign language gifts added only if illustrations are important; only English language reprints acquired as a rule.

(2) Retention - Permanent.

(3) Duplication and Allocation - One non-circulating copy of reprints; gifts treated per 3E. c., except for the following:

All pre-1945 Baedeker guides are sent immediately to the special Baedeker collection and are not cataloged.

c. Post-1945 Travel Guides (excluding general travel books).

(1) Depth - Comprehensive collection of all hardbound guides currently published in English; a selective collection of paperbound guides that cover material not included in hardbound guides.

(2) Retention - General practices apply, except for series listed in appendix.

(3) Duplication and Allocation - General practices apply, except for series listed in appendix.

d. Post-1945 General Travel Books (including general travel books and illustrated surveys).

(1) Depth - Representative collection of English language materials on all countries and areas. This sometimes means a nearly exhaustive selection policy for countries for which there is very little material in English, and a very selective policy for countries such as Great Britain where there is a plethora of material available.

(2) Retention - General practices apply.

(3) Duplication and Allocation - One circulating copy, unless need or demand indicates differently, with the following exception:

If the book is by an important writer or the illustrations by an important artist or photographer, a second non-circulating copy is purchased.

2G. Gazetteers.

a. Depth - Representative collection for all countries for which gazetteers are available.

b. Retention - Permanent.

c. Duplication and Allocation - One non-circulating copy.

2H. Geographies.

a. Depth - Representative collection of contemporary regional and country geographies and of historical geographies where available.

b. Retention - General practices apply.

c. Duplication and Allocation - One circulating copy of most contemporary geographies, unless it is the only one available for that country or is especially comprehensive, in which case a non-circulating copy is also purchased. Historical geographies are purchased non-circulating only.

3. Non-Book Materials.

General practices apply.

4. Special Tools of Selection and Collection Maintenance.

Almost nothing exists beyond the general reviewing media to help in the selection of travel material, though the following can sometimes be of assistance:

Neal, J. A. Reference Guide for Travellers N. Y., Bowker, 1967 (R016.91-N341)
Stanford (Edward) Ltd. Stanford Reference Catalogue. London, 1969- (R912-S785r) Basically a map catalog but does include travel guides published abroad that are not listed any place else.
American Geographical Society. Current Geographical Publications (R016.91-A512) Primarily an accessions list that includes geographies and some guides--especially non-series ones.
Current geographical journals - Some reviews of geographies plus travel guides sometimes listed in "Books Received" sections.

5. Organizations, Institutions and Societies Operating in the Subject Area.

None, except as noted under 4, various societies' journals, accessions lists, etc. can be of assistance in selection.

6. Allocation of Materials.

See under 3. of sections above.

2I. History Materials (Material to be included in 940's).

a. Scope - European history from approximately 450 A.D. (the fall of Rome) to the present. Includes, depending on treatment, political, social, cultural, and military history. In certain areas, such as World War I and II, acutally includes material on non-European countries if related to the particular historical event--for example, books on Japanese battles and campaigns in World War II.

b. General and Period Histories Covering More Than One Country (material included in 940-940.99).

(1) Depth - Representative collection, basically, except that textbooks are treated in a highly selective manner.

(2) Retention - General practices apply, except that textbooks by certain classic historians are represented by non-circulating copies in the permanent collection.

(3) Duplication and Allocation - One circulating copy, unless demand requires more. Duplicate Journal gifts usually added as non-circulating. Certain worthwhile series (The Rise of Modern Europe, Oxford History of Modern History, for example) are automatically duplicated in the non-circulating collection.

c. General and Period Histories of Specific Countries (material included in 941-949.99).

(1) Depth - Varies with country depending on amount of material available in English. Representative coverage is attempted and is probably possible in terms of the broader, general histories. However, period histories and histories of particular events are not available to the same degree for all European countries. As a result, comprehensive purchasing is almost the rule for Italy, Iceland, Greece, Portugal, Spain, Switzerland, Scandinavia and Eastern Europe, while a much more selective policy is followed for Great Britain, France, Germany and Russia.

(2) Retention - General practices apply.

(3) Duplication and Allocation - One circulating copy, unless demand requires more. Duplicate Journal gifts usually added as non-circulating. Nearly all multi-volume national histories are purchased as both circulating and non-circulating. Some few series, such as the Victoria History of the Counties of England, are purchased as non-circulating only.

d. Important Multi-National Events or Significant Events in One Country (no specific Dewey number--examples include Paris Commune, Russian Revolution, History of the Third Reich, World War I and II, Hungarian Revolution of 1956, Civil War in Northern Ireland).

(1) Depth - Usually comprehensive; will even add mass market paperbacks, if material is not published in any other form, or pamphlets and other ephemeral material not usually cataloged. Aim is to provide a depth and comprehensiveness that will make the collection valuable as a research collection.

(2) Retention - Permanent.

(3) Duplication and Allocation - One circulating, unless demand requires more, and one non-circulating, in so far as the book budget will allow. Duplicate Journal gifts always added as non-circulating, if non-circulating not purchased. Some material (official histories of the wars, expensive reprints, especially scholarly studies) are purchased as non-circulating only.

3. Non-Book Materials.

General practices apply.

4. Special Tools of Selection and Collection Maintenance.

a. While a number of specialized historical journals are subscribed to (English Historical Review, Scottish Historical Review, Renaissance Quarterly, for example), a conscientious checking of ads, the Times Literary Supplement, and the American Book Publishing Record seems to provide an adequate base for acquiring new material. Very little publishing seems to be done by agencies not listed in these publications.

b. Bibliographic Aids/Collection Maintenance Tools - The primary value of bibliographic aids is to assist in selecting reprint material--which accounts for approximately one-fourth of all the 914's and 940's listed in the American Book Publishing Record--and in the weeding, discarding and changing to reference of circulating or surplused material already in the library. While very general bibliographies, such as the American Historical Association's Guide to Historical Literature and the American Library Association's Books for College Libraries, are useful, it is often the specialized bibliography that contributes the most to building a really valuable collection. For this reason, the following bibliographies are the ones most often checked:

Halasz De Beky, I. L. Bibliography of the Hungarian Revolution, 1956 (R016.9439-H157)
Parrish, Michael. The 1968 Czechoslovak Crisis: A Bibliography, 1968-1970 (R016.9437-P261)
Ziegler, Janet. World War II: Books in English, 1945-1965 (R016.94093-Z66)
Wiener Library, London. Persecution and Resistance Under the Nazis. 2nd ed. (R016.94309-W423a2)
Horecky, Paul L. Russia and the Soviet Union: A Bibliographic Guide to Western Language Publications (R016.947-H811r)

5. Organizations, Institutions and Societies Operating in the Subject Area.

While a number of organizations, institutions and societies operate within the area of European history, their publications are not so fugitive that they really require much special attention. Many are received on standing order, while others are handled by regular publishers and are listed in the standard reviewing media. Selector should be familiar with such names as Royal Historical Society, (Writings on British History), Conference on British Studies (Bibliographical Handbooks), and Institute of Historical Research (Victoria History of the Counties of England) so when publications are listed by them they will be purchased.

6. Allocation of Materials.

See sections above.

7. Explanatory Notes and Additions.

Current policies governing the purchase, retention, duplication and allocation of certain travel guides published in series:

a. Baedeker's Autoguides and Handbooks.

(1) Purchase - Librarian initiates orders through European jobber or from Macmillan.

(2) Duplication and Allocation - Four copies; two circulating, one non-circulating in regular reference collection, one non-circulating and non-cataloged in special Baedeker collection.

(3) Retention - General practices apply for circulating; non-circulating retained permanently.

b. Blue Guides.

(1) Purchase - Order from English publisher (Benn) or from Rand McNally, if carried by them.

(2) Duplication and Allocation - Two copies; one circulating and one non-circulating of each edition.

(3) Retention - General practices apply for circulating; non-circulating retained permanently.

c. Clark's (Sydney) "All the Best in ...." Series.

(1) Purchase - Received on approval or librarian initiates order from BPR.

(2) Duplication and Allocation - Two copies circulating of each new edition.

(3) Retention - Five years, or until new edition appears (editions do not appear with any regularity).

d. "Companion Guide to ...." Series.

(1) Purchase - Order from English publisher (Collins) when announced in TLS.

(2) Duplication and Allocation - One circulating.

(3) Retention - General practices apply.

e. Fodor Guides.

(1) Country Guides.

a) Purchase - Standing order; any new guides are placed on standing order when first published.

b) Duplication and Allocation - Two copies; one circulating and one non-circulating.

c) Retention - Circulating, 5 years; non-circulating, permanent.

(2) Europe under 25.

a) Purchase - Librarian initiates order early in year.

b) Duplication and Allocation - One non-circulating.

c) Retention - New edition kept in closed reference until superseded, then sent to tier and retained 5 years.

f. Fielding Guides.

(1) Travel Guide to Europe.

a) Purchase - Standing order.

b) Duplication and Allocation - One circulating (unbound if paperback copy is received), one non-circulating (bound).

c) Retention - Circulating, 5 years; non-circulating, permanent.

(2) Selective Shopping Guide to Europe.

a) Purchase - Standing order.

b) Duplication and Allocation - One copy for Vertical File; latest edition made non-circulating.

c) Retention - Two years; discard oldest edition when new one is received; change last year's edition to circulating.

g. Frommer's (Arthur) Europe on $5 and $10 a Day.

(1) Purchase - Standing order.

(2) Duplication and Allocation - One copy for Vertical File.

(3) Retention - Two years; discard oldest edition when new one is received.

h. Hachette World Guides.

(1) Purchase - Librarian initiates order whenever information is received on new editions; may need to check catalog from French and European Publications.

(2) Duplication and Allocation - Two copies; one circulating, one non-circulating.

(3) Retention - General practices apply for circulating; non-circulating retained permanently.

i. Michelin Guides.

(1) Green Guides (travel guides).

a) Purchase - Librarian initiates order from and received each year; usually indicates new editions.

b) Duplication and Allocation - Two copies; one circulating, one non-circulating of each new edition.

c) Retention - General practices apply for circulating; non-circulating retained permanently.

(2) Red Guides (hotel and restaurant guides).

a) Purchase - Librarian initiates order from ad.

b) Duplication and Allocation - One non-circulating copy purchased every 4 years.

c) Retention - Permanent.

j. Nagel Encyclopedic Guides.

(1) Purchase - Librarian initiates order from English publisher (Barrie and Jenkins) unless American distributor clearly indicates date of edition. Barrie and Jenkins announces new editions in TLS.

(2) Duplication and Allocation - Two copies; one circulating, one non-circulating.

(3) Retention - General practices apply for circulating; non-circulating retained permanently.

k. Shell Guides.

(1) Country Guides (England, Ireland, Scotland, Wales).

a) Purchase - Librarian initiates order from English publisher (Faber) unless American distributor appears.

b) Duplication and Allocation - One non-circulating copy.

c) Retention - Permanent.

(2) County Guides (currently publishing a guide for each county of England).

a) Purchase - Librarian initiates order from English publisher (Faber).

b) Duplication and Allocation - One circulating.

c) Retention - General practices apply.

l. "Unknown Series ...."

(1) Purchase - Librarian initiates order from English publisher (Johnson Publications).

(2) Duplication and Allocation - One circulating.

(3) Retention - General practices apply.

m. Waldo's (Myra) Travel and Motoring Guide to Europe.

(1) Purchase - Librarian initiates order, unless McGraw-Hill sends an approval copy.

(2) Duplication and Allocation - One circulating.

(3) Retention - Five years.

n. Ward, Lock's Red Guides.

(1) Purchase - Librarian initiates order from English publisher.

(2) Duplication and Allocation - Two copies of titles called "Complete Guides" only; do not buy individual area guides. One circulating; one non-circulating.

(3) Retention - General practices apply for circulating; non-circulating retained permanently.

o. Holiday Guides (paperback).

(1) Purchase - Librarian initiates order, usually from BPR.

(2) Duplication and Allocation - One copy for Vertical File purchased every three years.

(3) Retention - Discard older edition when new one is added.

AREA 55

LOCAL HISTORY AND MARINE ROOM

1. Scope.

The Local History and Marine Collection is concerned with history of Milwaukee and its environs, the history of Wisconsin and nearby states, the history of the Great Lakes, lands that border them and closely related waters, family history, and immigration history insofar as it bears on the areas mentioned above. Contemporary materials of seeming long range worth as well as older, recognized works are acquired. No comprehensive statement is made regarding maps, as general practices apply. Milwaukee maps, some Wisconsin and Great Lakes maps of historical significance are purchased at the comprehensive level.

2. Book Materials.

2A. Local History, the collection should be comprehensive. Tendencies to acquire all relevant material, regardless of quality of content and form, should be resisted. Retention is permanent for all materials and will not be mentioned again. Duplication within this group is generally not desirable. Exceptions to this rule are definitive histories of the city or of the Milwaukee area. Exceptions to the comprehensive criteria are Milwaukee and area city directories, regimental histories and the like that relate to the state. These should be acquired on an exhaustive basis. (Michigan related material should be included in acquisitions of items on the Civil War "Iron Brigade.") Some volumes with essentially a larger focus than local or state history, but with significant material on these topics, found in the general collection, should be duplicated in Local History, especially if the books are circulating.

2B. Wisconsin and Surrounding States. The Collection should be comprehensive for Wisconsin and representative for other states, but weighed in favor of and in proportion to proximity to Milwaukee. There is little need for duplication. All doctoral dissertations relating to Wisconsin history are obtained. Dissertations related to surrounding areas are obtained if they relate to the criteria outlined above (1.). Printed Wisconsin consus materials should be obtained on an exhaustive basis, as well as some census materials from nearby states and certain others in the principle path of emigration to Wisconsin. These are for the nineteenth century from New England and New York through the Great Lakes and from the Mid-Atlantic states through the Ohio Valley. The burden of purchasing this narrowly specialized material is shared by the Library and interested outside groups.

2C. History of the Great Lakes. The Marine Collection properly focuses on the Great Lakes. Tendencies to expand into other areas should be carefully considered and avoided in most cases. Collection within this framework should be comprehensive. Included should be coverage of the St. Lawrence Seaway and other nearby natural and artificial waterways. Acquisition regarding Lakes Superior and Michigan should tend beyond comprehensive, given their closer relations to Wisconsin and this city. A goal of the room is to acquire county histories within the general interests of the room. For the present, we pursue the narrower objective of acquiring histories of counties bordering the Great Lakes, both in the United States and Canada.

2D. Family and Immigration History. Materials on this are representative. The large number of gifts tends to pull overall acquisitions toward the exhaustive. Concentration in this area should be in acquiring sound methodology and guides to sources books and sources, both printed and microfilm that are accurately complied and reasonably organized. These statements apply to heraldry also, where more material relating to the European continent should be acquired; if available. There is much primary and especially secondary material in this area that is the product of untrained persons and must be considered with caution.

3. Non-book Materials.

The principal non-book items in this area are photographs and other iconographic items, pamphlets, clippings and manuscripts. Artifacts are not generally sought, come infrequently as gifts, and are not discussed here. The picture and pamphlet collections should be comprehensive. Clippings as described in the general statement (page 20) apply to Local History on a seemingly exhaustive basis. The flow reflects the judgment of General Materials; all sent is retained by Local History. Pamphlets are largely confined to local and Wisconsin history. There are no family history or marine pamphlets to speak of that are not ultimately classified as books.

4. Special Tools of Selection and Collection Maintenance.

Selection here refers to the choosing of books in-print, collection maintenance to out-of-print items. The amount of new literature is considerable and there are a number of gaps in the out-of-print materials to be filled. For volumes in-print the principle selection guides are reviews in historical journals; sometimes modified (especially as in cases of contradiction) by the writers knowledge of the author or the subject matter. These journals in many cases incorporate local history interest into a wider scope. For out-of-print books dealers catalogues are used, supplemented, where possible, with reviews and guides to sources, including guides to out-of-print books. As the older literature was seldom eventually rev wed, direct knowledge of sources is necessary for critical judgment in collection maintenance. The Wisconsin State Historical Society Subject Catalogue serves as an acquisition standard.

5. Organizations, Institutions and Societies Whose Publications Require Special Attention.

The publications of the Wisconsin State Genealogical Society and the Milwaukee County Genealogical Society (the Newsletter and the Reporter, respectively) are quite spread out in content, but do list the public activities of those organizations. Some local primary source materials can be found here. The county Society meets regularly at the Library, hence these publications have special interest for the Library. The publications of the American Association of State and Local History; especially the Technical Leaflets and History News should be read closely. History News contains brief, analytical reviews of current literature and articles on the state of state and local history. The Association sponsors a limited number of high quality books in the field. The publication of the State Historical Society of Wisconsin, Wisconsin Magazine

of History, is a typical state historical society publication of the region. Interpretive articles and reviews on state, regional and United States history are found therein. The traditional list of manuscript acquisitions should be noted. The Society is aggressively building on its first rate holdings at a rapid pace. For the local area, the Milwaukee County Historical Society publications, especially its Historical Messenger, should be read. Analytical articles on local topics can yield references to sources which should be in Local History. The National Genealogical Society's Quarterly, whose articles are quite diffuse at times, does consistently provide critical reviews of publications in its field. The Wisconsin Marine Historical Society, which provides artifacts and other materials for the Room, publishes Soundings, which provides narrative articles of Great Lakes interest but no survey of the literature. The best source for same, albeit not very analytical, is the Great Lakes Historical Society's Inland Seas.

6. Allocation of Materials.

All Local History materials are non-circulating.

AREA 56 -- PART I

LANGUAGES

1. Scope.

The objectives of the collection are to provide materials relating to the study and history of various languages.

400 - Language
410 - Linguistics
413 - Polyglot Dictionaries
420 - English and Anglo-Saxon Languages
423 - Dictionaries of Standard English
425 - Grammar of Standard English
427 - Nonstandard English
430 - Germanic Languages
440 - Romance Languages
490 - Other Languages
495 - Languages of East and Southeast Asia
496 - African Languages
497 - American Aboriginal Languages

2. Book Materials.

2A. English Language.

A comprehensive selection of books on the history and use of American language, including representative works on various American dialects. A representative collection of materials on the history and use of British English.

2B. Dictionaries.

(1) Dictionaries in English - A selective collection to include abridged and unabridged works and such specific types as etymological, idiomatic, pronouncing, abbreviation, etc.

(2) Dictionaries, Foreign - English - A representative collection including polyglot.

2C. Books for Learning Foreign and Artificial Languages - A selective collection of grammars and readers stressing works on an elementary level with an adequate selection on the intermediate and advanced levels. Included are phrase and conversation books especially suited to travelers.

3. Non-book Materials.

Very little non-book material is purchased. Pamphlets of general interest are bound and added as book material. Vertical File materials are kept to a minimum.

4. Special Tools of Selection and Collection Maintenance.

The depth of the collection is such that the general bibliographic tools mentioned in the general policy statement suffice. Bibliographies of the Modern Language Association are a notable exception.

5. Organizations, Institutions and Societies Operating in the Subject Area.

General practices apply.

6. Allocation of Materials.

a. Non-circulating Collection - Various types of dictionaries and a few expensive foreign language course textbooks are added to the reference collection.

b. Circulating Collection - Most materials added are processed as circulating titles. Some inexpensive and attractive dictionaries are being added as both reference and circulating.

AREA 56 -- PART II

FOREIGN LANGUAGES

1. Scope.

The objectives of the collection are:

a. To supply a selection of good reading for non-English speaking and foreign reading persons who wish to read in their own languages.

b. To meet the needs and interests of adults and students who wish to read good literature of other countries in its original language.

Included are:

830 - Germanic (Teutonic) Languages
840 - Romance Languages
858.8 - Italian Fiction
868.8 - Spanish Fiction
869.8 - Portuguese Fiction
889.8 - Greek
891.8 - Balto-Slavic
892 - Afro-Asiatic
894 - Ural-Altaic
895 - East and Southeast Asia

The number of titles and the types of materials purchased in any particular language reflect the interest and use of the collection as well as their availability from booksellers and dealers.

Presently we purchase most heavily in German, Spanish, Polish and French. In these languages our attempt is a representative selection of classical and modern works of permanent value written by recognized authors. In addition, where warranted by interest and use, popular works and authors are represented. Some popular English titles are purchased in German and Spanish and gifts of English works translated into foreign language are added.

Selective purchasing is exercised in the other Romance, Germanic and Scandinavian languages.

Purchases in Asian languages is presently at a minimal level. We have been relying heavily on gifts in these languages as distributers and suppliers are hard to locate. Milwaukee is seeing an increasing Asiatic population and this is sure to be reflected in the future expansion of materials in these languages.

2. Duplication.

Generally there is little duplication in the foreign language collection. Exceptions are prize winning titles of which we may want a reference copy for permanent retention, and some popular German authors for which we have much demand.

Due to problems involved in ordering from overseas dealers, the need for duplicate titles must be anticipated and duplicate copies should be ordered with the original book order.

3. Publishers.

In most cases foreign language titles are ordered directly from foreign booksellers catalogs. These catalogs seldom indicate publisher. It is frequently impossible to determine whether we will receive a paperbound or hardcover book. Overseas publishers are of uneven quality but their materials are all costly. The actual condition and format of a title remains unknown until it is actually received. Most items received require binding or bindery reinforcement.

4. Special Tools of Selection and Collection Maintenance.

Authoritative and recognized encyclopedias and dictionaries of world literature such as Cassel's Encyclopedia of World Literature, (R803-C344) Ungar's Encyclopedia of World Literature in the 20th Century, (R803-E56), etc., are especially useful in identifying the basic authors and titles in all foreign literatures. Books on the history and criticism of literature in foreign countries are also helpful in determining the standard authors and basic works of a foreign literature. In addition, they go a step beyond in identifying authors of secondary note whose works we may want on a selective basis.

Special bibliographies of foreign material appear periodically in the standard review media. The Booklist is a good example of this. Bowker Annual (R020.5-B786) is also helpful in locating prize winning titles from other countries. These lists are especially important in identifying contemporary works by new authors coming into prominence in a foreign literature. They also help identify good, readable materials that appeal to our foreign born and foreign speaking users. Such lists also alert us to new editions and reprints of classic works. Specialized periodicals such as New Polish Publications and German Quarterly are used frequently.

Foreign book dealers' and publishers' catalogs are used extensively in selection since materials in foreign languages are generally obtained directly from overseas. Items ordered from a supplier who does not list them in his current catalog generally are never received. This does present problems in that often the description of the treatment or actual subject of items listed is misleading; e.g., novels when received turn out to be biographies, etc. We have no approval or return agreements so what we receive we must either add or discard. Suppliers costs are likely to raise dramatically after catalogs are printed. Therefore, actual cost of any item is unknown until it is received. There is frequently little if any discount allowed. Condition and format of any item of uncertain quality. Much of what is ordered is never received, while sometimes things ordered years past suddenly appear. Though less discount and increased cost of items can be expected, the large percentage of cancellations means that overspending in the outstanding orders column in the early parts of the fiscal year can result in a balanced year-end budget.

AREA 57

LIBRARY RESEARCH

1. Scope.

Class numbers 016.02-016.027, 016.0297, 020-027, 029.7 are included in the Library and Information Sciences Research Collection.

a. Objectives.

The primary objective of the Research Collection is to provide professional materials which will enable the administrators and staff of the Milwaukee Public Library to offer optimum service to the community and other users of such service. Researchers, library school students, and the general public may also use these materials where circulating copies are not available.

b. Coverage.

(1) The emphasis is on publications by or relating to public libraries in urban locations with populations of 500,000 or more.

(2) Publications of the following are included in the collection:

a) Milwaukee Public Library (except for copies of miscellaneous announcements, schedules, etc., which are kept by Publications.)

b) Large public libraries in urban areas with populations of 500,000 or more.

c) Smaller public libraries which are making distinctive contributions to librarianship.

d) Regional libraries, library systems, and library networks whose publications would be useful.

e) Governmental libraries and library agencies.

1) International (e.g., United Nations).

2) United States (as Library of Congress).

3) State.

(a) Wisconsin.

(b) Other states, if publications make a contribution to the field (New York, Illinois, California).

4) Local.

(a) Milwaukee Legislative Reference Bureau.

(b) Other municipal (or county, etc.) governmental libraries if publications have merit and would be useful.

5) Foreign (if publications would make a contribution to the collection.

f) Special libraries (e.g., Newberry, company libraries).

g) Academic libraries.

1) College and university libraries, especially if local or state; otherwise if publications are of value.

2) Other school libraries (rarely).

h) Libraries for special groups (e.g., libraries for the blind, hospital and prison libraries, etc.)

i) Private libraries with large or noteworthy collections (Henry E. Huntington, Boston Athenaeum).

j) Library and information science training schools (local and state primarily; publications of outstanding schools in other states).

k) Professional associations.

1) International (as International Federation of Library Associations).

2) National.

(a) United States (American Library Association, Special Libraries Association).

(b) United Kingdom (Library Association).

(c) Canada (Canadian Library Association).

3) Regional, particularly if Midwestern or North Central.

4) State.

(a) Wisconsin (Wisconsin Library Association).

(b) Other state associations (New York Library Association).

5) Local (Library Council of Metropolitan Milwaukee).

l) Trade publishers.

1) Publishers specializing in library science, e.g.

(a) American Library Association.

(b) R. R. Bowker Company.

(c) Libraries Unlimited.

(d) The H. W. Wilson Company.

2) Reputable general publishers publishing occasional books in the field.

(3) Subjects to be covered by publications.

a) Library and information science; organization, study and teaching.

b) The library and society; history, goals, promotion and government relations.

c) The physical plant of libraries and information centers (location, planning, building).

d) Personnel and positions.

e) Regulations for use of libraries.

f) Library operations (administration, acquisitions, cataloging and classification, services, maintenance of collections, maintenance of physical plant).

g) Special libraries and library departments and collections.

h) General libraries (public, private, government, college and university, school, libraries for special groups and organizations).

i) Mechanized storage, search, retrieval of information.

2. Book Materials. - Retention is permanent unless copies are surplus or no longer of any historical or research value).

2A. Milwaukee Public Library publications.

a. Depth - Exhaustive.

b. Duplication - At least two copies more if necessary to have copies in other locations in the library or to meet anticipated or actual use requirements.

2B. Large public library publications.

a. Depth - Comprehensive.

b. Duplication - Only if necessary.

2C. Smaller public library publications.

a. Depth - Representative.

b. Duplication - Seldom.

2D. Regional library, library systems and library network publications.

a. Depth - Selective.

b. Duplication - Rarely.

2E. Governmental library publications.

a. International.

(1) Depth - Representative.

(2) Duplication - Seldom.

b. United States.

(1) Depth - Comprehensive for Library of Congress, selective for other federal libraries.

(2) Duplication - As necessary.

c. State.

(1) Wisconsin.

a) Depth - Comprehensive.

b) Duplication - Two copies; more if necessary.

(2) Other states.

a) Depth - Selective.

b) Duplication - Seldom.

d. Local.

(1) Milwaukee Legislative Reference Bureau.

a) Depth - Comprehensive.

b) Duplication - As necessary.

(2) Other.

a) Depth - Selective.

b) Duplication - Rarely.

2E. Special library publications.

a. Local and state.

(1) Depth - Comprehensive.

(2) Duplication - If necessary.

b. National.

(1) Depth - Comprehensive.

(2) Duplication - As necessary.

c. Other.

(1) Depth - Selective.

(2) Duplication - As necessary.

2F. Academic library publications.

a. College and university.

(1) Depth - Representative if local or state; selective for others.

(2) Duplication - As necessary.

b. School libraries.

(1) Depth - Representative.

(2) Duplication - As necessary.

2G. Libraries for special groups.

a. Depth - Representative.

b. Duplication - As necessary.

2H. Private libraries.

a. Depth - Selective.

b. Duplication - Rarely.

2I. Library and Information Training Schools.

a. Depth - Local and state representative; others selective.

b. Duplication - As necessary.

2J. Professional associations.

a. International.

(1) Depth - Selective.

(2) Duplication - As necessary.

b. National.

(1) United States.

a) Depth - Comprehensive.

b) Duplication - As necessary.

(2) United Kingdon and Canada.

a) Depth - Selective.

b) Duplication - Seldom.

(3) Regional.

a) Depth - Representative.

b) Duplication - Seldom.

(4) State.

a) Wisconsin.

aa. Depth - Comprehensive.

bb. Duplication - Two copies; more if necessary.

b) Other state associations.

(5) Local.

a) Depth - Exhaustive.

b) Duplication - Two copies; more if necessary.

2K. Trade publishers.

a. Professional associations publishing in field.

(1) American Library Association.

a) Depth - Comprehensive; all major publications of interest to public libraries.

b) Duplication - Two copies; more if necessary.

(2) Library association (Great Britain).

a) Depth - Comprehensive.

b) Duplication - Seldom.

b. Other publishers specializing in field or publishing considerably in field (R. R. Bowker Company, the H. W. Wilson Company, Scarecrow Press, Books for Libraries, Libraries Unlimited, Shoe String Press, Gale Research Company).

(1) Depth - Comprehensive.

(2) Duplication - As necessary.

2L. Circulating Collection - All materials are duplicates of those available in the Research Collection.

a. Objectives.

(1) To provide circulating materials in this field of interest to the general public.

(2) To provide circulating, readily available materials on such subjects included above which would be particularly useful to members of the library profession and allied fields in the community.

(3) To provide additional materials of special assistance to Milwaukee Public Library staff members attending library schools.

(4) To provide additional materials to assist Milwaukee Public Library staff members in their work and special assignments.

b. Book Materials.

Selection follows a subject approach rather than one based on issuing agency.

(1) Depth - Representative.

(2) Retention - Permanent if of historical or continuing interest; otherwise, replacement by more timely and current publications.

(3) Duplication - As demand and use require.

c. Non-book Materials.

(1) Vertical File - Material of general interest, selected according to objectives outlined in 2, 2A.

a) Depth - Selective.

b) Retention - Five years or less.

c) Duplication - As demand and use require.

(2) Serials.

Such serials included in the research collection as are of general interest or of special use to groups are duplicated (e.g., Library Journal, Wilson Library Bulletin, Booklist, Library Literature).

a) Depth - Selective.

b) Retention - Permanent.

c) Duplication - As needed.

(3) Newspaper clippings pertaining to the Milwaukee Public Library and local libraries are retained in the Central Library clipping file.

(4) Documents.

Duplicates of documents of general interest are obtained for either the classified collection or the Vertical File.

3. Non-book Materials.

3A. Vertical File.

If at all substantial, library science materials are classified for ease of location and use. Types of material added to the Vertical File include:

a. Duplicates of useful classified items.

b. Unclassified items on all subjects included in scope of area.

c. Current issues of annual reports not classified (as of some foreign or smaller libraries).

d. Reading list.

e. Short bibliographies.

f. Miscellaneous library statistics.

g. Biographical items of interest.

h. Reprint articles.

3B. Serials.

The scope includes categories of libraries, associations and subjects included in 1. b. and depth, retention and duplication standards provided in 1. c.

a. Classified serials include:

(1) Annual reports.

(2) Occasional publications.

(3) Bibliographical publications (e.g., acquisitions lists).

(4) Abstracts.

(5) Statistical publications.

(6) Numbered series (as Public Library Reporter).

(7) Indexes.

b. Periodical publications not classified include:

(1) Library staff bulletins.

(2) Miscellaneous library bulletins.

(3) Library Association bulletins and journals.

(4) Book news periodicals (Bookseller, British Book News).

3C. Microforms.

Microforms are selected in cases where material should be available, but due to expense and probable infrequency of use, microforms are preferable. Standards for other materials apply (selection, retention). These are acquired selectively and not duplicated.

3D. Newspaper clippings.

Newspaper clippings pertaining to the Milwaukee Public Library, or other library science topics of local and permanent interest, are photostated and arranged chronologically. The clipping file is duplicated in the Central Library clipping file.

3E. Documents.

Such documents as those issued by the U. S. Education Office, Bureau of Libraries and Learning Resources, and the Wisconsin Department of Public Instruction, Division of Library Services, are processed for permanent retention and duplicated as necessary for the processed collection or the Vertical File. Selected documents of the United Kingdom and Canada are also acquired.

4. Special Tools of Selection and Collection Maintenance.

Other than the general tools listed in the general book selection criteria, the following are especially useful. (The selector normally examines periodicals and other current publications routed to the Library Sciences Research section for items which would be of value to the collections).

ALA Books and Pamphlets
ARL Newsletter
American Book Publishing Record
American Libraries
American Reference Books Annual
Aslib Proceedings
Assistant Librarian
Booklist
Bookmark (New York State)
Bookseller
British Book News
California Librarian
Canadian Library Journal
Catalogue of Government Publications (HMOS)
Catholic Library World
Center for Research Libraries Newsletter

Channel DLS (Wisconsin Department of Public Instruction)
College and Research Libraries
FID News Bulletin
Illinois Libraries
Journal of Documentation
Journal of Education for Librarianship
Journal of Librarianship
Journal of Library Automation
Journal of Library History
LARC Newsletter
LJ/SLJ Hotline
Library and Information Science Abstracts
Library Association Library and Information Bulletin
Library Association Record
Library Journal
Library Literature
Library of Congress Information Bulletin
Library Resources and Technical Services
Library Review
Library Quarterly
Library Trends
NTIS Weekly Government Abstracts
New Library World
New York City Public Library Bulletin
News Notes of California Libraries
Pennsylvania Library Association Bulletin
RQ
Research in Librarianship
Special Libraries (and division publications)
UNESCO Bulletin for Libraries
Wilson Library Bulletin
Wisconsin Library Bulletin

Publications catalogs such as those of the American Library Association, the Library Association, Canadian Library Association, International Federation for Documentation, R. R. Bowker Company and other trade publishers, UNESCO, et al, are checked regularly.

5. Organizations, Institutions and Societies Operating in the Subject Area.

Included in 4 and other sections above.

6. Allocation of Materials.

a. Library and Information Sciences Research Collection.

(1) One copy of all items is retained permanently.

(2) Lost, worn out, and mutilated materials are replaced. If no longer available and duplicates are in the circulating collection, transfers are made.

(3) Surplus duplicates no longer needed may be withdrawn.

b. Circulating Collection.

General practices apply. However, the selector must use care that copies are available in the research collection before withdrawn.

AREA 58

BIBLIOGRAPHIC AND GENERAL SUBJECTS AREA

1. Scope.

Area 58 includes the following Dewey segments: 001 through 001.5, 001.9, 003, 010 through 017, 050, 061-070, 080 through 090.

Bibliography and related fields are considered an essential part of the Milwaukee Public Library collection. Even when the library does not acquire depth in a particular subject field, it still may collect bibliographies in depth in this field so that library users may get a start on working the field even though they may have to get the actual materials enumerated in the bibliography elsewhere. Subject bibliographies are the responsibility of the individual subject selector.

2. Book Materials.

a. 001 through 001.2 - .5 - A representative collection, general practices in retention and duplication.

b. 001.9 - Selective, general practices in retention and duplication.

c. 003 - Selective, general practices.

d. 010 - 017 - Comprehensive in Englisn language, general practices in regard to retention and duplication.

e. 018 through 019 - Representative, general practices in retention and duplication.

f. 050 - Comprehensive for America and Great Britain, other countries representative, general practices for retention and duplication.

g. 060-069 - Representative except for directories which are comprehensive, general practices for retention and duplication.

h. 070 - (See Part II).

i. 080 - Selective, general practices in retention and duplication.

j. 090-099 - Comprehensive in English, first copy always reference, general practices in regard to retention and duplication.

3. Non-book Materials.

There are fewer materials available in this area than others; the same practices apply as to books.

4. Special Tools of Selection and Collection Maintenance.

Bibliographic Index. R016.016-B58
American Book Collector
Book Collector
The Library
Papers of the Bibliographical Society of America. R010.6-B61p
Proof; the Yearbook of American Bibliographical and Textual Studies. R010-P965
Studies in Bibliography. R010.6-V817
Tanselle-Guide to the Study of United States Imprints. 1971. R016.01573-T168

5. Organizations, Institutions and Societies Operating in the Subject Area.

Bibliographical Society of America
Grolier Society
Bibliographical Society of the University of Virginia
Bibliographical Society (London)

AREA 58

BIBLIOGRAPHY - PART II - JOURNALISM

1. Scope.

A. Journalism.

The materials acquired are those concerned with:

(1) The collecting, writing, editing and broadcasting of information and opinion of current interest for presentation in newspapers, magazines and motion pictures and on radio and television.

(2) The editorial or business management of a news paper, magazine, or other agency engaged in the collection and dissemination of news.

(3) Academic study concerned with the above.

(4) Related matters; e.g., ethics of the press, government and the press.

B. Publishing.

The materials acquired are those concerned with the business or profession of the commercial production and issuance of literature, especially in book form, for public distribution or sale.

2. Book Materials.

A. Journalism.

(1) Bibliographies.

a. Depth - Comprehensive.

b. Retention - Permanent if of enduring or historic value, for duration of period of usefulness if not.

c. Duplication - Rare.

(2) Histories of journalism, newspaper publishers, etc.

a. Local or state.

1) Depth - Exhaustive.

2) Retention - Permanent.

3) Duplication - One or two copies reference, circulating and additional reference copies as needed.

b. United States.

1) Depth - Comprehensive.

2) Retention - Permanent.

3) Duplication - As demand requires.

c. Foreign Press.

1) Canada and Great Britain.

(a) Depth - Representative.

(b) Retention - Permanent.

(c) Duplication - Seldom.

2) Other Countries.

(a) Depth - Selective.

(b) Retention - Permanent.

(c) Duplication - Rare.

3) Directories, union lists, etc.

(a) United States (including ehtnic, specialized, etc.)

(1) Depth.

a. Local or state - Exhaustive.

b. Others - Comprehensive.

(2) Retention - Permanent.

(3) Duplication - If needed at two or more locations.

(b) Foreign press.

(1) Canada and Great Britain.

a. Depth - Comprehensive.

b. Retention - Permanent.

c. Duplication - Rare.

(2) Other Countries.

a. Depth - Selective.

b. Retention - Permanent.

c. Duplication - Rare.

4) The press: theory, importance, sociological, economic, and political aspects, ethics, etc.

(a) Depth - Comprehensive.

(b) Retention - Permanent, unless superseded by newer edition and of no historic or other value.

(c) Duplication - If demand requires.

5) The collecting, writing, editing and broadcasting of news.

(a) Depth - Representative.

(b) Retention - Permanent, unless of ephemeral interest or superseded by later editions.

(c) Duplication - As demand requires.

6) The editorial and business management of the press.

(a) Depth - Representative.

(b) Retention - Permanent, unless of ephemeral interest, or superseded by newer editions.

(c) Duplication - To meet demand.

7) Press associations (histories, accounts, etc.).

(a) Local or state.

(1) Depth - Exhaustive.

(2) Retention - Permanent.

(3) Duplication - If useful in more than one location.

(b) Others.

(1) Depth - Comprehensive.

(2) Retention - Permanent.

(3) Duplication - Rare.

8) Study and teaching of journalism.

(a) Depth - Selective.

(b) Retention - Permanent only if of historic interest or enduring value.

B. Publishing Business (book trade).

Book materials acquired include:

(1) Bibliographies.

a. Depth - Comprehensive.

b. Retention - Permanent, unless outdated and of no future use or interest.

c. Duplication - Rare.

(2) Histories of publishing, publishing houses.

a. Depth - Comprehensive.

b. Retention - Permanent.

c. Duplication - Only if demand required

(3) Directories.

a. Depth - Comprehensive.

b. Retention - Permanent.

c. Duplication - Rare.

(4) Materials concerned with the book trade: retail, subscription, direct mail (including publishing societies and book clubs).

a. Depth - Comprehensive.

b. Retention - Permanent.

c. Duplication - As necessary.

(5) Government and other official publishing.

a. Local and state.

1) Depth - Exhaustive.

2) Retention - Permanent.

3) Duplication - As necessary.

b. Other.

1) Depth - Comprehensive.

2) Retention - Permanent.

3) Duplication - If necessary.

(6) Institutional publishing (including university presses).

a. Depth - Representative.

b. Retention - Permanent.

c. Duplication - Rare.

(7) Private presses.

a. Depth - Comprehensive.

b. Retention - Permanent.

c. Duplication - Seldom.

3. Non-book Materials.

A. Vertical file materials.

These will be acquired if needed for current information which is not available in book form, or if form is too slight for classification and processing but useful.

(1) Depth - Selective.

(2) Retention - Five years, unless superseded or of permanent value.

(3) Duplication - As needed.

B. Documents, documents of general public interest will be considered for the collection either as classified or vertical file materials.

(1) Depth - Selective.

(2) Retention - Permanent; if only copy; as use requires for duplicates.

(3) Duplication - As necessary.

C. Serials.

Serials to complement and supplement the book and other materials acquired will be added if they meet selection standards and budgeting limitations.

(1) Depth - Representative.

(2) Retention - Permanent.

(3) Duplication - If needed in two or more locations.

D. Clippings.

This type of material will be acquired if of local or state interest. The general policy applies.

E. Microforms.

These will be acquired only if material is unavailable in other forms or if cost of other forms would be excessive in relation to frequency of use.

4. Special Tools of Selection and Collection Maintenance.

A. Journalism.

Other than the tools listed in the general statement, publications such as the following are used in selection:

Columbia Journalism Review
Nieman Reports
Review of Southern California Journalism
Seminar

B. Publishing.

The general selection tools are used, plus current bibliographies.

AREA 59

LITERATURE

1. Scope.

1A. Inclusions.

(1) All world literature, excluding drama and separate works classified as fiction (800-899).

(2) All works about literature, excluding works about drama, but including works about fiction (809, 810.9, 820.9, etc.).

(3) Collections of literature which may include both drama and fiction (808, 810.8, 820.8, etc.).

(4) Periodicals of and about world literature.

(5) Vertical File material of and about world literature.

1B. Explanatory Notes.

Works about literature include philosophy and theory, dictionaries, encyclopedias and concordances and works on the study and teaching, history, description and critical appraisal of literature.

Literary biography and letters of literary figures are selected by Area 52 and are classified as Biography. An anthology of letters (ex.: Great Letters of the World) however, would be selected by and classified in Area 59.

1C. Selection Criteria Unique to Literature.

Tradition and documentation has generally established the worthiness and value of the literature of the past. Even though in some cases the selector-librarian might not be familiar with a writer or work of the past, a perusal of standard bibliographies will generally guide him.

It is in the realm of very current literature, and especially of poetry, that the selector might have a more difficult time. Because both poetry and the response to poetry can be very subjective, and because of the recent proliferation of "self-styled" poets, the selector is advised to read widely--not only the academic or established poets, but also the "underground" or "alternate" poets, and to become familiar with the various small presses and their few reviewing media. Vanity press poetry can almost categorically be ignored.

In any case, the selector-librarian should make a constant and conscious effort to keep up with the current and/or experimental poetry, and his awareness should be reflected in the collection.

2. Book Materials.

A. Depth.

(1) Comprehensive in American and English literature.

(2) Representative in major European literatures; i.e., German, French, Spanish, Italian and Classical literature.

(3) Selective in minor European, Eastern, African and Oceanic literatures.

B. Retention.

(1) In general, retention is permanent, except in cases where there are duplicate copies of more ephemeral materials, most often to be found in the 818 (miscellaneous writings) or 817 (satire and humor) categories, which were purchased initially to satisfy current demands, and are no longer being requested. Even in these cases, the last copy is permanently retained.

C. Duplication.

(1) General practices apply.

(2) Explanatory note: Because of heavy demand by students for literary criticism, a non-circulating copy of worthy books dealing with the works of standard and popular authors is generally provided--as well as one or two circulating copies--depending upon demand and financial limitations.

(3) Non-circulating as well as circulating copies of standard and definitive works of significant writers also are provided.

3. Non-book Materials.

3A. Pamphlets.

(1) General statement: Because literature by its nature is less ephemeral than many other disciplines, many pamphlets deemed worthy of adding to the collection are catalogued. These include important series such as Emporia State Research Studies, University of Minnesota Pamphlets on American Writers, Columbia Essays on Modern Writers, and British Council Series, Writers and their Work.

(2) Depth.

a. Representative in American and English literature.

b. Selective in all other literatures.

(3) Retention - General practices apply.

(4) Duplication - General practices apply.

3B. Periodicals.

(1) Depth - Selective.

a. Primary consideration given to those listed in standard periodical indexes such as Reader's Guide to Periodical Literature, Social Sciences and Humanities Index, and The Explicator.

(2) Retention - General practices apply.

(3) Duplication - One copy.

4. Special Tools of Selection and Collection Maintenance.

4A. World Literature.

Literatures of the World in English Translation (R016.809-L776)
Year's Work in Modern Language Studies (R016.8-M684)
McCormick, John. Syllabus of Comparative Literature (R016.8-L787a2)
Granger's Index to Poetry, including supplements (808.8-G75a5)

4B. English Literature.

Bibliographies of Studies in Victorian Literature (R016.82-B585)
Cambridge Bibliography of English Literature (R016.820-C178)
New Cambridge Bibliography of English Literature (R016.820-N532)
Crodasco. Eighteenth Century Bibliographies (R016.823-C794e)
Year's Work in English Studies (R820.9-E58)
Index to British Literary Bibliography (R016.82-H853)
Annual Bibliography of English Languages and Literatures (R016.8-M684an)
Philological Quarterly. English Literature, 1660-1800 (R016.8209-P566)
Tannenbaum. Elizabethan Bibliographies (R016.8203-T166)
British Books - Periodical
Studies in English Literature - Periodical
Review of English Studies - Periodical

4C. American Literature.

American Literary Scholarship (R016.810-A515)
Blanck, Jacob. Bibliography of American Literature (R016.81-B641)
Merrill C. E. Checklists of American Writers (R016.810-C477)
Gohdes, C. Bibliographical Guide to the Literature of the U.S.A. (R016.81-G614a3)
Spiller, R. Literary History of the United States. Bibliography. (R810.9-S756a3)
Nilon, C. Bibliography of Bibliographies in American Literature (R016.01681-N712)
Jones, Howard M. Guide to American Literature and Its Background Since 1890 (R016.81-J76a4)
American Literature - Periodical
Explicator - Periodical

5. Organizations, Institutions and Societies Operating in the Subject Area.

American Comparative Literature Association
British Council
Center for Editions of American Authors
International Comparative Literature Association
Loeb Classical Library
Modern Language Association of America

6. Allocation of Materials.

General practices apply.

AREA 60 -- PART I

DRAMA (GENERAL)

1. Scope.

Class Numbers.

Drama as literature and theater as a performing art have been interrelated since ancient times and the distinction has become very fuzzy in much contemporary drama. However, accepted library classification places titles that deal with theater history, acting and the stage in the 790's but places drama as a work of creative literature as well as dramatic history and criticism in the 800's. Itis the later category which is the province of this selection area. Included in these class numbers also is the Shakespeare collection and materials on playwriting and for amateur entertainment. (see Part II of Drama)

Basic objectives may be described as follows:

1) To establish foundations for the understanding and appreciation of the drama by providing a well chosen drama collection in all its facets.

2) To stimulate and extend community interest by providing materials to meet the needs of professionals and amateurs.

2. Book Materials.

2A. Drama, General.

1) Bibliographies, inches, outlines, synopses, surveys.

a. Depth - Comprehensive.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2B. History and Criticism.

a. Depth - Comprehensive in English but very selective of scholarly material in a foreign language.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2C. Plays.

Important criteria are authenticity of text, critical introductions and notes. Individual editions of plays when they are available are preferred over plays in collection.

1) Collections.

In addition to the criteria mentioned above, the authority of the editor and the need for specific dramatic types, forms or historic periods in the collection is considered.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2) Individual Plays.

a. Depth

(1) Classic and famous dramatists - Comprehensive in English and in translation, selective in original if foreign language.

(2) Minor dramatists - Selective.

(3) Contemporary dramatists - Comprehensive in English and in translation, almost exhaustive for American dramatists.

(4) Screen plays - Comprehensive.

b. Retention - General practices apply.

c. Duplication - At least 2 copies of each significant work, 2 or 3 copies of popular plays of those suitable for play reading groups plus a recommendation for purchase by branch libraries. Acting editions are not duplicated unless the play is in great demand and there is no other edition available.

2D. Drama, Shakespeare Collection.

(see Part II of criteria)

2E. Drama, Playwriting.

•This area includes manuals on screenplay and radio and television playwriting.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2F. Material for Amateur Entertainment.

a. Depth - Comprehensive.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3. Non-book Materials.

3A. Serials.

a. Depth - Very selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3B. Vertical File.

In addition to the usual types of VF material "Cliff Notes" and similar plot summaries are added here.

a. Depth - Selective.

b. Retention - General practices.apply.

c. Duplication - General practices apply.

3C. Government Documents.

a. Depth - Documents useful in the drama area are rarely issued.

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Bibliographic Aids Specific to the Drama Area; Shakespeare Aids listed under that Section.

Modern Humanities Research Association. Annual Bibliography of English Language and Literature 1923-to date L016.8-M684an
New York Theatre Critics Reviews. 1956- R792.015-N532
Stratman, Carl J. Bibliography of Medieval Drama. L016.8082-S899
The Year's Work in the English Studies. R820.9-E58
Play Catalogs and Supplements:

Art Craft Plays
Baker's Plays
Dramatic Publishing
Dramatist's Play Service
Eldridge
Heuer Publishing
Playwright's Coop
Samuel French

5. Organizations, Institutions and Societies Operating in the Subject Area.

The organizations of importance to this selection area are local and their influence resides in the demand they create for certain areas of the demand they create for certain areas of the drama collection. Most noticeable are the amateur play reading groups such as the Laura Sherry League who study plays at frequent intervals and demand multiple copies of important titles as well as critical information. The Milwaukee Repertory Theater and other professional and semi-professional organizations encourage similar kinds of public use of

the collection by creating an interest in the plays they produce. Therefore the selector must be aware of the needs and activities of these groups in order to maintain a relevant collection.

6. Allocation of Materials.

General practices apply.

AREA 60 -- PART II

DRAMA (SHAKESPEARE)

1. Scope.

Because of the paramount position of Shakespeare in English literature it is the policy of the Milwaukee Public Library to require a representative collection of the critical studies of his works; a representative collection of his life and times and a comprehensive collection of the editions of his works. In regard to the last, it is our primary goal to see that the most important texts are present in the collection; that current significant trends in text development are represented and that texts designed for the general reader, student and scholar are included in the collection in the best available format.

2. Book Materials.

2A. Critical Studies.

A representative collection of critical studies will be gathered including filling in of gaps from the past.

2B. Life and Times.

A representative collection of the lives of Shakespeare including the dispute of authorship and the development of the theater in his time.

2C. Textual Studies.

(1) Text.

Criteria for Selecting Editions of Shakespeare's Works.

a. Identifying and establishing the worth of the text of an edition of Shakespeare is the first duty of the book selector. If there is a new text, its worth can be determined by the reputation of the author, and the reviews it receives in such outstanding reviewing media as Shakespeare Quarterly and Shakespeare Survey. New texts should make a contribution toward establishing the ultimate text of Shakespeare.

b. Audience.

The audience at whom the work is directed, popular, semi-popular, scholarly, should be determined. In large part this will determine how many copies of the work will be purchased.

c. Value of the Notes and Other Introductory Material.

If the work in question is not a new text, the notes and other introductory material are all important in deciding whether to add it to the collection. The library does not add editions of the works of Shakespeare based on considerations of notes alone, unless they are of exceptional value.

d. Format.

When possible, the library adds editions of Shakespeare's works in play per volume format. Other formats are included when necessary to get an important text, but selected works are almost never published.

e. Design.

1) Acting versions of Shakespeare's plays are added according to the library's need for such material for amateur play groups and should be judged as how well they meet the need of that group.

2) Abridgments or highly expurgated editions of the works of Shakespeare are not added to the adult collection of Shakespeare's works with the exception of a few historically important editions examples of this genre (Bowdler).

3) The library does not ordinarily purchase textbooks for student use. Occasionally, outstanding editions appear in this format such as those editions by Harrison, Kittredge and Craig and they are added to the collection but are not duplicated to any significant degree.

4) Elaborately printed and bound editions of Shakespeare's works are not purchased for the collection unless considerations of text make their acquisition necessary. Occasionally an edition of this type is added because it is from a private press or famous bindery.

f. Foreign Language Editions.

Present library holdings in foreign language editions of Shakespeare are principally in the German language with a few scattered plays available in French. Additions of this foreign language collection will be based on the need of the system for a particular foreign language editions and subsequent to that decision, the same criteria used in judging English language editions will be used in judging foreign language editions.

2D. Commentary on Textual Studies.

Since the text is of particular importance in selecting which editions of Shakespeare's works we will have is necessary to have a comprehensive collection on textual studies.

3. Special Tools of Selection and Collection Maintenance.

The following specialized selection aids in addition to the general tools and are used in selecting books for the Shakespeare collection, both current and retrospective.

Shakespeares Survey (1948 to date) (R822.33-C5528)
Walter Ebisch and Levin Schucking. A Shakespeare Bibliography (L822.33-BiE16)
William Jaggard. Shakespeare Bibliography (R822.33-BiJ24)
Modern Humanities Research Association. Annual Bibliography of English Language and Literature (1923 to date) (L016.8-M684an)
Shakespeare Quarterly (1950 to date)
Gordon R. Smith. A Classified Shakespeare Bibliography (1936-1958) (R822.33-BiS648)
The Years Work in English Studies (R820.9-E58)
Shakespeare Studies (1965 to date) (R822.33-CS5277)
A Shakespeare Bibliography: The Catalog of the Brimingham Shakespeare Library (R822.33-BiB619)
Catalog of the Shakespeare Collection: Folger Shakespeare Library (R822.33-BiF664)
Shakespeare Newsletter Volume 1 (1951 to date)

AREA 62

PHILOSOPHY AND RELIGION

1. Scope.

Area 62 is the agency designation for material in the fields of philosophy and religion. The Dewey classification numbers for the area are as follows: 100-129; 140-149; 160-199; all 200's. This collection is designed to serve the general public and special groups such as teachers, clergy, students, etc.

2. Book Materials.

2A. Philosophy.

(1) Depth.

a. The basic writings of established philosophers; comprehensive in English; representative in the original language.

b. Commentaries, criticism - Representative.

c. Histories of philosophies and philosophers - Representative.

d. Discussions of philosophic topics - Selective.

e. Self-help, self-improvement - Selective.

(2) Retention.

a. Last copy - General practices apply except for last copies in areas of self-help; e.g., how-to-succeed. Last copies in this case are not retained merely because they are last copies; this type of material is represented adequately by current titles.

b. Duplicate copies - General practices apply.

(3) Duplication - General practices apply.

2B. Religion.

(1) Depth.

a. Christian.

1) The Holy Bible.

a) The text - Comprehensive in English versions and translations.

b) Commentaries - Representative.

c) Histories, exegesis, criticism - Representative.

2) Doctrinal works.

a) Statements of Creeds - Comprehensive.

b) Studies of meaning and application - Representative.

3) Apologetics - Selective.

4) The church as organization.

a) History.

aa. General - Representative.

bb. Denominational - Representative.

b) Practical considerations such as church operation, sermons, teaching - Selective.

c) (Liturgy) Worship - Selective.

b. Non-Christian Religions. (in English)

1) Sacred or basic writings - Comprehensive.

2) Doctrinal works - Representative.

3) Histories - Representative.

4) Commentaries - Representative.

c. Other persuasions.

1) Humanism - Representative.

2) Atheism - Representative.

3) Agnosticism - Representative.

(2) Retention.

a. Last copy - General practices apply except for last copies of non-significant devotional literature which are not retained.

b. Duplicate copies - General practices apply.

(3) Duplication - General practices apply.

3. Non-book Materials.

3A. Philosophy.

(1) Depth.

a. Manuscripts - Minimal.

b. Maps and atlases - Of little application to the area.

c. Microfilm collection - Minimal.

d. Newspapers - Of little application to the area.

e. Newspaper clippings - General practices apply.

f. Phonodiscs - Of little application to the area.

g. Serials - Selective.

h. Vertical File - Selective.

i. Documents - Of little application to the area.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

3B. Religion.

(1) Depth.

a. Manuscripts - Minimal.

b. Maps and atlases - Selective.

c. Microfilm collection - Minimal.

d. Newspapers - Minimal.

e. Newspaper clippings - General practices apply.

f. Phonodiscs - Minimal.

g. Serials - Selective.

h. Vertical File - Selective.

i. Documents - Of little application to the area.

(2) Retention - General practices apply.

(3) Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

4A. Philosophy.

Bibliographic Index (R016.016-B58)
L. C. Subjects: Books (R019.1-U576)
Cross Currents
Journal of Philosophy
Mind
Philosophical Review
Review of Metaphysics
Thought

4B. Religion.

Bibliographic Index (R016.016-B58)
L. C. Subject: Books (R019.1-U576)
Burr, Nelson R. A Critical Bibliography of Religion in America (R016.2773-B968)
American Ecclesiastical Review
Catholic Biblical Quarterly
Christian Century
Christianity Today
Church History
Journal of Religion
Theological Studies

5. Organizations, Institutions and Societies Operating in the Subject Area.

Not pronounced in either area.

6. Allocation of Materials.

6A. Philosophy.

(1) Non-circulating Collection - General practices apply.

(2) Circulating Collection - General practices apply.

6B. (1) Non-circulating Collection - General practices apply.

(2) Circulating Collection - General practices apply.

AREA 63

EDUCATION

1. Scope.

Area 63 consists of three primary subject subdivisions:

a. Popular psychology and parapsychology (130's)

b. Psychology (150's)

c. Education (370's)

For the most part general selection criteria apply with the following overall considerations. In the area of popular psychology and parapsychology popular demand assumes a greater than ordinary importance. The education and psychology collections supplement academic libraries for the student and private professional libraries for the practicing teacher and psychologist. Selection must reflect this as well as the needs of the general reader.

2. Book Materials.

2A. Popular psychology and parapsychology.

This area includes fortune-telling, witchcraft, and spiritualism as well as self-help psychology. Very selective purchase is done only for those items which are classics or generally recognized as significant. Popular interest is largely satisfied through gifts. Fortunately, publishers are generous with gifts in this area and private gifts to the library provide a slow but steady flow of replacement material. Duplication by purchase is limited to those few titles for which there is an extraordinarily heavy demand. Interest in most titles in this area is short-lived and only those few which demonstrate continued demand or acquire historical significance require replacement by purchase.

2B. Psychology.

Care is taken to acquire a representative collection of the works of psychologists who are historically important to the development of the field such as Freud, Watson and Jung or who represent important shcools of thought such as Maslaw, Horney and Skinner. English is preferred. Only is cases of classics originally written in languages other than English do we purchase in a language other than English.

The value and importance of innovative techniques and movements in psychology are difficult to judge. Reviews are not always dependable, since schools of psychology hold each other in great contempt (i.e., a review of a book on humanist psychology by a behaviorist may be entertaining, but it is of little help in selection). Because of this it is usually better to err on the side of original inclusion and permit time to establish the validity of a viewpoint.

Duplication is governed by general criteria with special attention paid to whether demand is general or exclusively student generated. (This collection supplements--but should not be expected to substitute for--adequately developed academic library collections.)

Ordinarily textbooks may be withdrawn or not replaced in favor of later editions or new works. However, last copies of treatises should be withdrawn only with greatest caution and lost copies carefully replaced in order to avoid developing gaps in the historical continuity of the collection.

2C. Education.

General criteria apply to this area. In addition, special care must be taken to acquire and retain materials of local origin and materials generated by national committees and commissions. Library memberships in educational organizations and subscriptions to publishers' standing order services such as NEA Plan B and Educational Research Service help assure the acquisition of important material.

Representative purchase is made of descriptions of particular programs and innovative developments. These are selectively duplicated and replaced if they prove to have lasting merit.

Most of the "how to do it" material in this field is in textbook format. Except in rare instances, heavy duplication is not warranted. New editions and new titles in most cases will substitute for replacements.

Most education journals have review sections and review periodicals such as Educational Studies are helpful in selection. Special attention should be paid to trade publishers such as Josey-Bass who publish a great deal in the area.

3. Non-book Materials.

3A. Popular psychology and parapsychology.

The minimal purchase of serial publications in this area is limited to the publications of recognized associations such as the Society for Psychical Research. Neighborhood libraries purchase for temporary retention popular serial publications in this area.

3B. Psychology.

General criteria apply to periodical selection with special attention paid to the avoidance of unnecessary duplication of the holdings of nearby academic libraries.

3C. Education.

General criteria apply to periodical selection. Library membership in education associations and subscription to services such as NEA Plan I nearly assure coverage of important national association serials ERIC bibliographies are to be searched regularly for publications dealing with or studies originating in Milwaukee or Wisconsin. These and supplementary publications of national commissions are purchased in microform if not otherwise available. Such purchases are to be consistent with the guidelines in section 6 of the general criteria.

4. Special Tools of Selection and Collection Maintenance.

These have been mentioned in passing above and are listed in or can be discovered through the sources in section 8 of the general introduction.

5. Organizations, Institutions and Societies Operating in the Subject Area.

A standing order arrangement with UNESCO virtually assures acquisition of all important publications of this body and its various institutes. Caution must be exercised in ordering materials published by UNESCO or by one of its affiliated institutes, because the materials on standing order do not always arrive immediately after publication and one risks duplicate ordering of non-returnable items.

The National Education Association and its Plan I (serials) and Plan B (books) must be watched closely because they are in a constant state of disintegration and reintegration. This may result in an interruption of a subscription to a periodical or monographic series.

The U. S. Office of Education publications must also be watched closely--particularly for statistical publications which would be more useful in the cataloged collection than in the documents collection.

6. Allocation of Materials.

General criteria apply.

7. Explanatory Notes and Additions.

There is a special collection associated with Area 63 which requires mention. This is the college catalog collection. An attempt is made to acquire current catalogs of the following institutions:

a. All colleges and universities which are listed in the U. S. Office of Education Directory (R370.2-U58) as accredited by a regional accrediting agency.

b. All institutions of tertiary education in the state of Wisconsin whether accredited or not.

c. A small number of major foreign universities.

The collection is uncataloged. Back files are not retained. Lost and stolen items are not replaced until the next catalog is issued.

IV. SCIENCE AND BUSINESS DIVISION

AREA 66

ECONOMICS

1. Scope.

Includes Dewey numbers 310-319 (Statistics); 330-334, 336-339 (Economics with the exception of 335, Socialist Economics) as defined in the schedules of the eighteenth edition of Dewey.

Selection in this unit is in accord with the general statement for the most part. Special consideration is given certain subject fields.

2. Book Materials.

2A. Statistics and Economics.

Throughout the statistical (310-319 numbers) area depth varies geographically.

(1) Exhaustive for the

a. City of Milwaukee.

b. Milwaukee County.

c. Milwaukee Metropolitan Statistical Area.

(2) Comprehensive for the

a. State of Wisconsin.

b. Seventh Federal Reserve District.

c. United States.

(3) Selective or minimal for the other areas depending on their importance and/or apparent interest to Milwaukeeans.

a. New York, California, Canada, Mexico, Japan and the West European nations, among others, fall in the selective category.

b. Central America and the East European nations (except the USSR) fall in the minimal. (Minimal in this context means reliance upon U.S.G.P.O. and United Nations publications).

a. Throughout the Economics (330-334, 336-339 numbers) area depth is representative with the following exceptions:

(1) Comprehensive for Milwaukee and Wisconsin, where there is a geographical dimension as in economic history or conditions.

(2) Either selective or minimal for other areas depending upon their relevance to Milwaukee community.

(3) Selective for counterfeiting, forgeries, alteration, etc. (332.9) and cooperatives (334) subject area.

b. Retention - General practices apply with the exception that there is almost no duplication of statistics for circulation.

c. Duplication - General practices apply.

3. Non-book Materials.

a. Serials follow the outline for book materials.

b. Vertical File is comprehensive for Milwaukee and Wisconsin and selective for general subjects and other geographical areas.

c. Special collection for Corporation Annual Reports.

(1) Comprehensive for the Milwaukee Metropolitan Statistical Area. (This means all corporations publishing reports whose central administrative offices are located in the area and all who have more than 100 employes).

(2) Representative for the state of Wisconsin.

a) Top 100 Wisconsin Firms listed annually in Investor magazine.

b) The firms which are listed in Bairds: Wisconsin Financial Briefs.

c) Wisconsin Small Business Investment Corporations who publish reports.

d) Out of state corporations with large plants in Wisconsin.

(3) Selective for other areas of United States and foreign countries.

a) Reports for those companies included in the Fortune lists of 500 largest Industrialists.

b) 50 largest corporations in the following areas:

Commercial Banking Corporations
Insurance Corporations
Diversified Financial Corporations
Retailing Companies
Transportation Companies
Utilities

c) 200 largest foreign industrials.

d) Reports of leading corporations in Milwaukee's most important industries. These according to Editor and Publishers Market Guide are:

Non-electrical machinery
Electrical machinery
Food processing
Transportation equipment
Primary metals
Brewing

e) Reports of leading corporations in

Communications
Publishing
Ecology
Energy
Computers

Note: Leading corporations are those corporations included in Standard and Poor's Industry Surveys.

b. Retention - General practices apply.

c. Duplication - Reports of Wisconsin Corporations are retained permanently. All others will be retained ten years.

4. Special Tools of Selection and Collection Maintenance.

University of Pittsburgh. Department of Economics (RO16.330-P692e)
Economics Selections:
Series I, New Books in Economics. Quarterly
Series II, Basic Lists of Books in Economics
Economic Abstracts (RO16.330-E19)
Employment Relations Abstracts (RO16.6586-E55)
American Economics Association. Journal of Economic Literature
Association for University Business and Economic Research. Bibliography of Publication of University Bureaus of Business and Economic Research (RO16.330-B587)
Wisconsin. University. Bureau of Business Research and Service (RO16.33-W811)
Business Research at the University of Wisconsin. Annual
Harvard University. Graduate School of Business Administration (RO16.658-H339)
New Books in Business and Economics: Recent Additions to Baker Library
Woy, James R. Investment Methods (RO16.658-H339)
Book Review Sections of:
Monthly Labor Review
Economist
Quarterly Review of Economics and Business
Business Week
Financial Analysts Journal

5. Organizations, Institutions and Societies Whose Publications Require Special Attention.

American Economic Association
American Statistical Association
American Management Association
American Banking Association
American Federation of Labor and Congress of Industrial Organizations
Committee for Economic Development

Federal Reserve System
European Economic Community
Metropolitan Milwaukee Association of Commerce
National Industrial Conference Board
National Bureau of Economic Research
U. S. Census Bureau
U. S. Bureau of Labor Statistics
U. S. Securities and Exchange Commission
University of Wisconsin at Madison
State of Wisconsin

6. Allocation of Materials.

a. Non-circulating Collection.

(1) General practices apply.

a) Statistical area (310-319 numbers).

b) Investment and tax service.

c) Federal documents.

b. Circulating Collection.

General practices apply - Duplicate circulating copies as potential demand warrants.

AREA 67

BUSINESS

1. Scope.

The subject area is comprised of the Dewey numbers 368 which includes all forms of insurance; 380-389 covering commerce, communications, transportation, and metrology; 650-659 containing most phases of business, office management, secretarial practices, accounting general management, advertising and public relations; and the 670.2 classification involving trade directories, both geographical and product.

In an industrial city like Milwaukee, the informational needs of its business and industrial community is a primary concern of the library. This fact is reflected in the establishment of the Business Information Service for this segment of the community.

The library serves the business community as a repository for specialized services, periodicals, reports and directories which a firm may need only occasionally and cannot afford to acquire or maintain.

Because of these facts, this subject area must be a balanced collection with representative coverage in most areas but comprehensive coverage in specific areas.

2. Book Materials.

2A. 368 - Insurance.

(1) Scope.

a. Provide a basic collection of all forms of material which will aid the layman in understanding his insurance needs.

b. Subscribe to services which evaluate and give financial information on insurance companies.

c. Purchase histories of important insurance companies on a national level and all histories of local companies.

(2) Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply. Duplicate circulating copy of histories of local companies.

(3) Non-book Materials.

a. Depth - Selective in serials - representative vertical file.

b. Retention - General practices apply.

c. Duplication - General practices apply.

(4) Selection Tools.

a. Insurance Literature issued by Special Libraries Association.

b. List of Worthwhile Life and Health Insurance Books issued annually by the Institute of Life Insurance (R016.3683-I59).

(5) Organizations and Societies.

a. American College of Life Underwriters.

b. Institute of Life Insurance.

c. Health Insurance Institute.

(6) Allocation of Materials.

a. Non-circulating - General practices apply - Non-circulating copy of histories of insurance companies.

b. Circulating - General practices apply.

2B. 380-389 - Commerce, Communication, Transportation.

(1) Scope.

a. Provide materials which meet entertainment and hobby interests; i.e., railroads, boats.

b. Provide services for Domestic and International Trade; i.e., Exporters' Encyclopedia (R382-E96).

c. Provide studies and reports relating to transportation problems and communication; i.e., Cable TV.

(2) Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply - Duplicate circulating copies of reports and studies on local issues, duplicate as circulating copies the reference materials held in the Marine Collection relating to the Great Lakes and St. Lawrence Seaway.

(3) Non-book Materials.

a. Depth - Selective in serials, representative Vertical File.

b. Retention - General practices apply.

c. Duplication - General practices apply.

(4) Selection Tools.

a. UMTA Abstracts issued by Urban Mass Transportation Admin.

b. Urban Transportation Research and Planning issued by U. S. Department of Transportation.

c. Rand Corp. Reports.

d. MITRE Corp.

(5) Organizations and Societies.

a. American Trucking Assn.

b. Association of American Railroads.

c. Bureau of Railway Economics.

d. Chamber of Commerce of the U. S.

e. Cable Television Information Center.

f. National Cable Television Assn.

(6) Allocation of Materials.

a. General practices apply.

b. See "c" under Book Materials.

2C. 650-659 - Managerial Services.

(1) Scope.

a. Within this subject block the areas of management and marketing must have comprehensive coverage in order for us to supply adequate information to the business community.

(2) Book Materials.

a. Depth - Representative with exception noted under Scope.

b. Retention - General practices apply.

c. Duplication - Duplicate circulating copies of reports and studies issued by important organizations when they fall within an area of local interest.

(3) Non-book Materials.

a. Depth - Comprehensive - all titles indexed in Business Periodicals Index plus many titles indexed in Funk & Scott; Representative - Vertical File.

b. Retention - General practices apply.

c. Duplication - General practices apply.

(4) Selection Tools.

a. Business Periodicals Index (R016.65-B9794).

b. Marketing Information Guide (R016.6588-M345).

c. Public Management Sources (R016.35-P979).

d. What's New in Advertising and Marketing.

(5) Organizations and Societies.

a. American Institute of Management.

b. American Management Association.

c. Conference Board.

d. Institute of Personnel Management.

e. National Assn. of Accountants.

f. Public Relations Society of America.

(6) Allocation of Material.

a. Non-circulating - General practices apply - Non-circulating copies of reports, surveys, studies issued by the organizations listed under No. 5.

b. Circulating - Duplicate circulating copies as noted under 2.c.

2D. 670.2 - Trade Directories.

(1) Scope.

a. Provide a representative collection of directories by product and geographical reflecting the needs and interests of the community and the potential expansion in fields involving world trade - Standing orders are placed.

b. All state trade directories are added and ordered as often as published.

c. Regional directories covering a number of states are added when they supplement information in the state trade directories.

d. Directories are added for foreign countries either covering a country as a whole or on a regional basis; i.e., Middle East, Far East.

e. Product directories are ordered as often as published with duplication of directories on one product or subject kept to a minimum.

1) annual buyers guides published as separate issues of a periodical are purchased and cataloged.

2) Directory issues that are numbered as part of a periodical are brought out in the subject catalog under Trade Directories.

(2) Book Materials.

a. Depth - Representative.

b. Retention - Only last two years are kept with following exceptions:

1) Thomas, Sweets, directories for Wisconsin and product directories which have direct bearing on local interests and may have historical value retained on permanent basis.

c. Duplication - None.

(3) Non-book Materials.

Does not apply.

(4) Selection Tools.

a. Klein-Guide to American Directories (R658.83-G946).

b. Trade Directories of the World (R016.6702-T763).

(5) Organizations and Societies.

Does not apply.

(6) Allocation of Materials.

All non-circulating.

AREA 68

PHYSICAL SCIENCES

1. Scope.

Data processing and electronic computer programming, pure sciences, transactions and proceedings of learned organizations, general mathematics, algebra, arithmetic, topology, calculus and mathematical analysis, geometry, probabilities and applied mathematics (statistical mathematics and programming) astronomy and allied sciences, cartography, geodetic surveying, nautical almanacs, chronology (time), physical and dynamic geology, oceanography, meterology, climatology and weather. General objectives are to select books considering priace, currency, accuracy, readability and need which will result in a balanced collection and that Milwaukee students, businessmen, industrial workers and laymen will find informative in their work or recreation. It will be left to the universities in the city to provide the more scholarly works in the areas of study in Area 68.

A decision on approval books is made even though reviews may not be available. In placing orders for books which are needed in the collection an attempt will be made to locate three reviews in book selection guides to determine the choicest selections on the subject.

2. Book Materials.

2A. Data Processing and Electronic Computer Programming (001.6-001.6443).

a. The tremendous amount of books being published on computers will demand care in selection for good representation on the shelves. Hardware and software, languages and different systems of programming comprise this area. A few books simple enough for the layman's understanding of this subject, but most will be technical books for the student and businessman.

2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - Single copies will be purchased to afford a wider choice of materials for the professional and student in his field. Duplicates will be added as demand develops.

3. Non-book Materials.

(Serials, Documents).

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

(Vertical File).

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

AAAS Science Books
American Mathematical Monthly
Choice
Computing Reviews (R016.51078-C737)
PAIS
Computer Literature Bibliography (R016.51078-Y67b)
Lunsford, Effie, A Basic Collection for Scientific and Technical Libraries (R016.5-L963)

5. Organizations, Institutions and Societies Operating in the Subject Area.

Association for Computing Machinery
Data Processing Management Association (DPMA)
National Science Foundation: Mathematical Science Sect; Off. of Computing Act.
Government Organizations

6. Allocation of Materials.

a. Non-circulating - 15%.

b. Circulating - 85%.

c. Pure Sciences - (500 - 509).

Includes philosophy of science, theory, microscopy, scientific experiments. Popular treatment in these books will be preferred, with a few for the reader with advanced learning, or greater interest in the subject.

c Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3. Non-book Materials.

(Serials).

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

(Vertical File).

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - Reference copies needed for answering quick reference questions.

(Documents).

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - Reference and circulating documents when feasible. May be VF for easy access.

(Sales Pamphlets).

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - Science experiments would sell.

4. Special Tools of Selection and Collection Maintenance.

AAAS Science Books
American Journal of Science
Choice
FID News Bulletin
Scientific American
ASLIB Book List (R016.5-A849)
Deason, Hilary J., AAAS Science Book List (R016.5-D285)

5. Organizations, Institutions and Societies Operating in the Subject Area.

American Association for the Advancement of Science
National Research Council of Canada

6. Allocation of Materials.

a. Non-circulating - 30%.

b. Circulating - 70%

2C. Transactions and Proceedings of Learned Societies - (506).

Publications of representative societies in each field of the pure sciences will be purchased. Acquisition of publications of Wisconsin societies will be stressed.

2. Book Materials.

   a. Depth - Selective.

   b. Retention - General practices apply.

   c. Duplication - General practices apply.

3. Non-book Materials.

   (Serials).

   a. Depth - Selective.

   b. Retention - General practices apply.

   c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

   State Publications. Monthly Checklist
   New Serial Titles (R016.05-N5285)
   Scientific Meetings
   Announcements in Official Publications of Societies

5. Organizations, Institutions and Societies Operating in the Subject Area.

   AAAS Proceedings and Transactions
   American Philosophical Society Transactions
   Wisconsin Academy of Sciences Transactions

6. Allocation of Materials.

   a. Non-circulating - 98%.

   b. Circulating - 2%.

   2D. General Mathematics, Algebra, Arithmetic, Topology, Calculus and Mathematical Analysis, Geometry, Probabilities and Applied Mathematics, (Statistical Mathematics and Programming - (510-519).

   New theories and new presentations of mathematics will mean that up-to-date information must be provided for the student and professional, as well as the layman who looks to the library for assistance in refreshing his math skills.

2. Book Materials.

   a. Depth - Representative.

   b. Retention - General practices apply.

   c. Duplication - Single copies purchased first, duplicated when demand grows.

3. Non-book Materials.

   a. Depth - Selective.

   b. Retention - General practices apply.

   c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

   AAAS. Science Book
   American Journal of Mathematics
   American Mathematical Monthly
   Mathematical Reviews
   Book Review Digest
   New Technical Books (N.Y. Public Library) (R016.600-N53)
   Choice
   Dick, Elie M. Current Information Sources in Mathematics (R016.51-D547)
   Pemberton, John E. How to Find Out in Mathematics (R016.51-P396a2)

5. Organizations, Institutions and Societies Operating in the Subject Area.

   American Mathematical Society
   Industrial Mathematics Society
   Mathematical Association of America
   National Council of Teachers of Mathematics
   Operations Research Society of America
   Society of Industrial and Applied Mathematics

6. Allocation of Materials.

   a. Non-circulating - 10%.

   b. Circulating - 90%.

   2E. Astronomy and Allied Sciences, Cartography, Geodetic Surveying, Hydrographic Surveying, Nautical Almanacs, Chronology (Time) (520).

   Popular treatment generally for most books except for purchases from leading observatories for library users with advanced knowledge in astronomy. New publications in space technology will be emphasized, though much of this should be VF material.

2. Book Materials.

   a. Depth - Representative.

   b. Retention - General practices apply.

   c. Duplication - General practices apply.

3. Non-book Materials.

   (Serials)

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

(Documents, Vertical File, Clippings)

a. Depth - Comprehensive on space exploration or technology; selective on others.

b. Retention - General practices apply.

c. Duplication - General practices apply.

(Sales Pamphlets)

a. Depth - Selective (space exploration emphasis).

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

ASLIB. Booklist (R016.5-A849)
AAAS. Science Books
Geophysics
Sky and Telescope

5. Organizations, Institutions and Societies Operating in the Subject Area.

American Astronomical Society
International Astronomical Union
British Astronomical Association
Astronomical Soc. of the Pacific

6. Allocation of Materials.

a. Non-circulating - 20%.

b. Circulating - 80%.

2F. Physical and Dynamic Geology, Oceanography, Meterology, Climatology and Weather (550-559).

Material on Wisconsin will be comprehensively purchased, and as the need is shown, that on other states. A few hydrographic maps fall into this area but are selectively chosen. The rest of the area will contain books which will appeal to the layman-student users.

2. Book Materials.

   a. Depth - Representative.

   b. Retention - General practices apply.

   c. Duplication - General practices apply.

3. Non-book Materials.

   (Serials, documents)

   a. Depth - Representative.

   b. Retention - General practices apply.

   c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

   American Assn. of Petroleum Geologists Bulletin
   Earth Science
   Economic Geology
   Journal of Geology
   Water Resources Research
   Scientific Information Notes
   Wis. Geological and Natural History Survey (R557.75-W81b)

5. Organizations, Institutions and Societies Operating in the Subject Area.

   Geological Society of America
   U. S. Bureau of Mines
   U. S. Geological Survey
   U. S. Hydrographic Office

6. Allocation of Materials.

   a. Non-circulating - 30%.

   b. Circulating - 70%.

AREA 69A

TECHNOLOGY (APPLIED SCIENCES) AND HEALTH

1. Scope.

This subject area includes general technology (600-609), health and the medical sciences (610-619).

The objectives of this area are to provide the general reader with informative, accurate information on all aspects of general technology, health and the medical sciences. The selection emphasis is always on material which will be of use to the layperson. While a balanced collection is maintained, highly specialized literature on the health/medical field is rarely purchased in accordance with the general selection policy of the Science and Business Division. Exceptions to this policy are the acquisition of one reference copy of titles which are acknowledged basic works in the field, such as Todd and Sanfords' Clinical Diagnosis by Laboratory Methods and materials from publishers' standing orders or cataloged copies of government documents.

For popular works, the criteria are accuracy, literary quality and significance to the collection. The content should be based on solid research finding or sound theoretical reasoning. On the other hand, scholarly studies are critiqued for the adequacy of the research methodology and the ability of the author to project the meaning and significance of the findings.

Because of the emphasis on accuracy, a major part of the collection is reference works, such as dictionaries, directories and serial publications. Moreover, in areas, such as nursing and information on or for health personnel education, little is written expressly for the lay reader. In these areas, textbooks often provide not only the most readily available information, but also the best information on the subject.

2. Book Materials.

2A. Technology (Applied Sciences).

General technology includes technical drawing and waste technology, industrial research (products research), history of inventions and industrial (technological) archeology.

a. Depth - Selective to representative.

1. Industrial research, technical drawing and waste technology, selective with many laboratory directories in the industrial research section.

2. History of inventions and industrial archeology, representative with acquisition of some materials on technological development in other countries.

b. Retention.

1. Directories--5-10 years unless they are of historical value.

2. Circulating--General practices apply except when one copy is retained for historical reference.

c. Duplication - Little except for the few sources that are popular works.

2B. Technology--Technical Organizations.

a. Depth - Selective with many gift subscriptions. Included are mostly publications of or about technical groups that are usually made reference.

b. Retention - 10 years to permanent if they are either publications of of organizations in the United States or of important world groups.

c. Duplication - None.

2C. Technology--Museums, Exhibitions, Fairs, Expositions.

The collection includes catalogs, guidebooks, and reports from fairs and museums as well as information on how to set up exhibits.

a. Depth - Representative.

b. Retention - Primarily of historical value. At least one reference copy of major fairs; i.e., "World Columbian Exposition, 1893" should be retained permanently. Retention of others will depend on the location and importance of the exhibit.

c. Duplication - It has been the policy for more recent (1960-) world fairs to purchase at least one circulating and/or vertical file copy of fairs, such as the "Guide to Expo '70."

2D. Technology--Collections and Patents.

Official patent records including patent specifications and drawings, lists and abridgements; indexes and classification manuals or laws, regulations and decisions relating to patent practice are part of selection Area 98. The materials includes in Area 69 are of two kinds:

1. Publications about patents and trademarks, usually written for the layperson; i.e., Lucy Brett Andrew, Practical Patent Procedure (608-A562 (1970)).

2. Reference material for identifying patents and trademarks.

a. Depth - Selective, for only a few publications otner than U. S. Patent Office, pamphlets are published regularly for the general reader.

b. Retention - General practices apply.

c. Duplication - When possible two or more copies of books for prospective inventors should be purchased.

2E. Medical Sciences--Nursing and Medicine.

a. Depth - Representiative. Selection in nursing should be as wide as possible. The collection should include at least one or two representative titles from each general branch of nursing and the medical specialties.

b. Retention - The health field is one area in which information becomes outdated rapidly therefore, titles which contain information that is no longer accurate or no longer reflects current trends or thinking should be withdrawn unless they have some historical value. Also, because much of the collection is textbooks that are updated often, replacements should usually be new editions.

c. Duplication - Whenever possible publications on nursing and popular medical works should be purchased in multiple copies. Procedure manuals that are in great demand may be purchased as reference and circulating copies.

2F. Medical Sciences--Sex Instruction.

The selector should attempt to purchase material which meets general selection criteria with special attention to authorship and library policy for controlled materials when necessary. Area 69 also includes interdisciplinary works on sex; however, the sociology of sex is part of Area 48.

a. Depth - As comprehensive as the budget will allow. This is an extremely popular subject. In recent years, popular demand has also played a part in selection; i.e., Dr. Reuben's Everything You Always Wanted to Know About Sex But Were Afraid to Ask.

b. Retention - General practices apply except for research works, such as those of Masters and Johnson of which at least one reference copy should be retained permanently.

c. Duplication - Titles should be purchased in duplicate and suggested to the neighborhood libraries for purchase. In some cases of extreme popularity where copies are seldom available to borrowers except through reserve, one reference copy may be purchased. This copy can be made circulating when popularity wanes.

2G. Medical Sciences--Dietetics, Physical Fitness, Pregnancy and Childbirth.

These subjects are second only to sex education in popularity. Books on weight reducing programs, exercise, life of the mother and fetus during pregnancy and the different methods of childbirth are always in demand.

a. Depth - Representative to comprehensive for titles for the general reader.

b. Retention - General practices apply. Basic works should be reordered.

c. Duplication - Two or more copies of popular titles, such as Miss Craig's 21 Day Shape-up Program.

2H. Medical Sciences--Drug Information and Education.

This is one of the most often used parts of the collection. It includes many reference sources on drugs and their physiological effects plus basic information on drug education and drug use and abuse.

Comprehensive works on the sociology of drug use and rehabilitation of addicts are part of Area 48.

a. Depth - Representative to comprehensive.

b. Retention - General practices apply.

c. Duplication - Popular titles for the general reader, such as Licit and Illicit Drugs should be purchased in duplicate.

3. Non-book Materials.

Periodicals, government documents, and pamphlets form an important part of the resources on the health and technology fields. They are a major source of research information on the current status of the technical and health areas and non-book materials are often the first source in which advances in medicine and technology appear. Moreover, these materials allow the borrower more specialized information than is contained in the general collection.

3A. Serials and Periodicals.

a. Depth - Selective to representative as the budget will allow.

b. Retention - General practices apply.

c. Duplication - None.

3B. Government Documents.

a. Depth - Comprehensive.

b. Retention - General practices apply except for those copies duplicated for the vertical file and circulating collections.

c. Duplication - Pamphlets two to three copies depending on the subject. Books, usually one circulating copy is purchased.

3C. Vertical File.

a. Depth - Comprehensive as budget allows.

b. Retention - General practices apply.

c. Duplication - There is much duplication especially for very popular subjects, such as drug abuse--3 to 4 copies.

4. Special Tools of Selection and Collection Maintenance.

Most titles that are reviewed early enough to be of use in selection can be found in the general reviewing publications; i.e., Library Journal, Choice, and Book Review Index; therefore, the selection aids listed here are for supplementary use with either information that is difficult to find or in determining the value of historical materials.

4A. Guides to the Literature.

1. Advances in Chemistry. No. 16, "A key to pharmaceutical and medicinal chemical literature." and No. 78 of the series. (R540.8-A244)

2. Blake and Roos. Medical Reference Works 1679-1966; a Selected Bibliography. (R016.61-B636)

3. Houghton, Bernard. Technical Information Sources; a Guide to Specifications, Standards and Technical Report Literature. (R600-H838a2)

4. North Carolina. University. An Introduction to the Literature of the Medical Sciences. (R016.61-N867a2)

5. Ocran, Emanuel B. Scientific and Technical Series. (R016.6-019)

6. UNESCO. World Guide to Technical Information and Documentation Services. (R607-U575w)

7. U. S. National Library of Medicine. Basic Reference Aids for Small Medical Libraries.

4B. Book Reviews.

American Journal of Public Health
American Medical Association Journal
Battelle Research Outlook
Bibliography of Medical Reviews
Cumulative Index to Nursing Literature
Family Health
Fire Technology
Health Service Reports
Industrial Hygiene Digest
Job Safety and Health
Medical Library Association Bulletin
Mental Health Book Review Index
Nutrition Abstracts
Off the Press
Today's Health

4C. Other Bibliographic Aids.

American Journal of Nursing
Applied Science and Technology Index
Arthritis and Rheumatic Disease Abstracts
Biological Abstracts
Bibliography of the History of Medicine
Chemical Abstracts
Government Reports Index

Hospitals
Index Medicus
Medical Care Review
Nursing Outlook
Nutrition Reviews
Cumulated Index Medicus
Current Bibliography of Epidemiology
Diabetes Literature Index
Digest of Neurology and Psychiatry
Fire Research Abstracts and Reviews
Government Reports Announcements
Pharmaceutical Abstracts
U. S. National Library of Medicine. Current catalog.
U. S. Public Health Service. Bibliographic series.
Wisconsin Union List of Biomedical Serials

5. Organizations, Institutions and Societies Operating in the Area.

American Cancer Society
American Dental Association
American Heart Association
American Hospital Association
American Medical Association
American Nurses Association
American Public Health Association
American Technical Society
Brookings Institution
Council of Europe
Drug Education and Information Resources Center
Industrial Health Foundation
Medical College of Wisconsin
Medical Library Association
Milwaukee County Medical Society
Milwaukee Health Department
National Association for Advancement of Science
National Fire Protection Association
National League for Nursing
National Research Council
National Safety Council
National Science Foundation
UNESCO
U. S. Department of Health, Education and Welfare
U. S. National Institutes of Health
U. S. Public Health Service
Wisconsin Division of Health and subdivisions
Wisconsin Lung Association
Wisconsin Nurses Association
Wisconsin Regional Medical Program
World Health Organization

6. Allocation of Materials.

a. Non-circulating collection - General practices apply.

b. Circulating collection - General practices apply with the exception of the pre-1970 books on sex instruction. These books were originally made

reference and stamped R612.6- so that it was impossible to place them on the open shelves even though most of them now circulate. As the information becomes outdated, they can be discarded. Also, the "R" may be removed from others when new bindery practices begin.

7. Other Explanatory Notes.

Special care should be taken to limit or exclude the purchase of pseudo-scientific materials and reprints called "new" editions. Faddist and pseudo-scientific works are numerous in the health area. It is often difficult to distinguish such material from that based on scientific principles and research. When really in doubt, the reputation and credentials of the author and the reputation of the publisher should be the final consideration. In some cases, the purchase of such material is inevitable due to current trends; i.e., works of Adele Davis and other health food supporters.

Also, some publishers, such as Arco, tend to reprint books in paperback format after changing the title slightly so that it seems to be a new title, when it is actually a duplication of information.

7A. Foreign Language.

Some titles in the hygiene area are duplicated in Spanish to facilitate the growing number of Spanish speaking patrons. This is the only foreign language material currently purchased although there are older works in German and Polish.

AREA 69B

CHEMISTRY AND PHYSICS

1. Scope.

This subject unit is represented by the pure sciences of physics (530-539), chemistry (540-549), and applied chemistry (660-669). The latter includes chemical engineering; industrial chemicals; explosives, fuels and related products; food and beverage technologies; industrial oils, fats, etc.; ceramics, etc.; cleaning, dyeing, paint, etc. technologies; other organic product technologies, as adhesives, plastics, cosmetics, etc.; and metallurgy.

Within the beverage technology class of 663, the 663.2's-663.5's include not only the manufacturing and packaging processes but also materials discussing the manufactured products themselves for wines and wine making, brewed and malted beverages, and distilled liquors. Similar materials that include aspects of cookery and recipes are within the scope of subject unit 87 in the 641.2's.

Objectives are to provide the services ascribed to in the general practices for the library's public, varying from the general reader to the technical research worker and scientist. The pure sciences of physics and chemistry are basic to many of the other pure and applied science fields, so any limitations in these areas would indirectly limit the remaining collection. A collection of literature with the widest possible breadth, width, and depth for as comprehensive coverage as possible is the goal; the chemistry collection, in particular, has been one of technical significance. The physics collection, on the other hand, has not been developed to an extensive amount on a very specialized, highly theoretical level.

The chemical processing technology portion of this subject unit, which deals with manufacturing techniques, is developed on a representative and more general basis. Processing techniques shall be characteristic of the industry as a whole with emphasis on the most current and widely practiced techniques.

Acquisition of foreign language materials will be selective and influenced by the fact that scientific literature is primarily represented by the English, Russian, German and French languages. English language or English translations will receive preference with foreign language material primarily represented in the serial publications. The preferred foreign language shall be German because of the language training of most scientists as well as the nationality composition of Milwaukee. Some major and basic encyclopedia reference works are available only in the German language and are acquired as such. Generally, with regard to serials, general practices apply. For the book collection, foreign language material will be represented in basic books, handbooks, etc., and in technical books that supplement or contribute significantly to the knowledge of the subject involved if not available in English translation; elementary textbooks will not be considered as basic.

The selector must be more actively aggressive for this selection area due to the wealth of material available, the high degree of technical language encountered, the few approval titles received from the library's book wholesale, and the higher than average costs of technical books. Because few approval books are received for critical examination and because recognition of the important materials for the area requires considerable knowledge of the field as well as recongition of past and present authorities working therein, careful selection and extensive use of selection tools is of more than average importance. The depth of use of such tools will be particularly dependent upon the technical education and knowledge of the area's selector.

2. Book Materials.

a. Depth - Physics and chemistry - As comprehensive as funds will allow. Chemical processing technology - Representative.

Particular attention will be paid to the publications of societies and symposia. Highly theoretical and specialized sumposia that are very narrow in scope and of little potential usefulness to the community will not be purchased unless there is expressed demand, after which general and subject unit practices apply. Funds are often a limiting factor with titles frequently over the $25.00 category.

Textbooks in the pure sciences are basically of two kinds. Elementary textbooks, which generally offer varying treatments of the same basic material, are generally not added to the collection unless their treatment is such that the collection is genuinely enhanced by their approach or unless they are positively reviewed standard works that are basic to the subject. Selection of elementary texts--general practices apply; highly selective. Advanced specialty textbooks (advanced college level) usually serve a dual purpose: (1) provide information basic to the specialized area as a textbook; (2) serve to provide the industrialist or specialist with a survey of theory and/or techniques outside his own area of specialization. Selection of advanced textbooks--selective/representative.

Laboratory manuals are generally not purchased; tney are usually in a workbook format and their use requires special chemicals, equipment, and technical supervision not usually available in the home. Industrial laboratories or students would be expected to provide copies for their own use. Laboratory manuals are to be distinguished form descriptions of standard procedures and techniques or from recognized reference materials; they are also to be distinguished from science fair materials and experiments written for use by the layman in the home.

Reprints are usually not selected unless the majority of reprinted material is not available in the collection, access to the original material is particularly difficult, or the collected materials that are reprinted significantly enhance the collection's quality by virtue of their assemblage and reprinting. An example is an attempt to trace the development of a particular theory or famous scientist's work. Although access is difficult, reprints of patent specifications and drawings, frequently collected by subject for specialized users, are not purchased because of cost as well as availability in the library's patent collection. Patents appropriate to this subject unit are indexed in Chemical Abstracts as well as in other abstracting services.

b. Retention - General practices apply.

With the exception of elementary textbooks, the vast majority of works in the area of the pure sciences have historical value as being a reflection of the development of scientific thought up to that era as well as value as a reference source of factual data. For the most part, initial as well as the most current editions are retained unless textual variance between editions is significant enough to be of value. Prior to discarding, however, particular regard is paid to checking the authority of the scientist. All editions of works by historically known scientists (or potentially important in the history of the science) are to be maintained as a historical reference collection, including their published texts.

In the area of applied chemistry, emphasis is on the materials with the most current technology. However, a representative collection of older materials is maintained to give a total picture of the development of processing technology and techniques.

Handbooks of data and tables are retained in various editions, as there is usually significant textual change between editions; e.g., Handbook of Chemistry and Physics (R540.2-H68a54).

c. Duplication - General practices apply.

Duplication is both unnecessary and expensive except in cases of basic and/or popular books where there is expressed or anticipated demand. Generally, single copies are purchased, as new titles are preferred to multiple copies of a single volume.

Usually two copies, one circulating and one reference, suffice for the popular topics in this subject unit, as ceramics, glassmaking, mineralogy, plastics, beverages (particularly wines and beer) etc. Any additional gift copies received are made circulating.

Duplicate and/or surplus copies of handbooks and compendiums of statistical data may be made circulating if available; usually single copies are purchased.

2A. Explosives and Pyrotechnics.

a. Depth - Selective; must be significant.

b. Retention - General practices apply.

c. Duplication - Single reference title.

2B. Beer and Brewing.

a. Depth - Representative overall; general historical significance.

(1) Milwaukee area breweries - Exhaustive.

(2) Other Wisconsin breweries - Comprehensive.

(3) General information for the layman on brewing technology - Representative

(4) Technical aspects - Selective. Such materials would usually be acquired by local brewery libraries. The technical aspects are primarily represented in the periodical literature.

b. Retention - General practices apply.

(1) Wisconsin and Milwaukee breweries - Maintained as a permanent historical collection of as many copies as held by the library system with a minimum, if possible, of two reference copies when out of print.

(2) Other breweries - At least one reference copy permanently.

c. Duplication.

(1) Breweries - Minimum of one reference copy plus one circulating copy for Milwaukee and Wisconsin. First copies - Reference; further duplication is dependent upon total number in system and demand.

(2) Other breweries, technology - General practices apply.

2C. Wine and Wine Making.

a. Depth - General aspects for the layman - Representative/comprehensive. Technical aspects of production - Selective.

This portion includes materials on production, evaluation, description, and vintages of commercially produced wines.

b. Retention - General and subject unit practices apply.

The five year time period for withdrawal is inappropriate for this area due to the longevity of some wines. Potential demand and, thus, retention will vary according to the scope of the individual title. A permanent reference collection of the works of Andre Louis Simon, 1877-1970, should be maintained.

c. Duplication - General practices apply.

Reference as well as circulating copies of significant works and by significant authorities should be obtained; otherwise, a new title is preferred to duplication of the same title in this area of popular demand.

3. Non-book Materials.

3A. Periodicals.

a. Depth - As comprehensive as funds will allow.

Periodicals represent the primary literature source of the scientist and, as a result, in this subject field outweigh the book collection in value and importance and have a permanent and accruing value with passing time. Selection is on the basis of the widest possible coverage of specialized subjects and worldwide literature.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3B. Review Serials, etc.

a. Depth - Very selective.

Review serials, or surveys of progress, and other continuations in the area of the sciences are many, often very specialized, and frequently published for prices over $25.00 per volume. Because of the variety of titles, funds are a major limiting factor for this form of material, even though review series are of major importance following periodicals for the pure and the applied scientist. Major reference tools also appear as continuations. Coverage of such series shall be as broad as possible rather than very limited in scope, shall be considered basic to the respective science, and of high quality. Such titles are examined even more critically than books because of the cumulative effect of selection. Otherwise, general practices apply.

b. Retention - Permanent reference collection for those on standing order.

c. Duplication - Single copies of individual volumes.

3C. Vertical File.

a. Depth - Gift materials - Comprehensive. Purchased materials - Representative.

Vertical file materials are selected for popular use at the student or lay level. Technical materials meeting selection criteria are usually cataloged when of permanent value. Technical specifications of individual specific plastics, alloys, and other manufactured products are not added, as opposed to descriptions of properties of classes of materials.

b. Retention - General practices apply.

c. Duplication - Single copies usually suffice; multiple copies for materials on Milwaukee and Wisconsin breweries.

3D. Spectra.

a. Depth - Minimal.

Spectra are chart or graphical portrayals of spectroscopic data, including infra-red, ultra violet, nuclear magnetic resonance, mass spectroscopy, etc. Collections of spectra on card or in looseleaf format are difficult to use (both physically and technically), very expensive, and are limited in their usefulness by the number of chemical compounds for which spectra are presented. Some collections contain thousands of spectra and are published serially, as Documentation of Molecular Spectroscopy or Sadtler Standard Grating Spectra. Such non-book spectra are beyond the scope of the Milwaukee Public Library as there has been no apparent demand, they are usable only by specialists, they are difficult to maintain, and they are usually considered the province of the very technical and the industrial library.

The usefulness of completeness of spectroscopic data is very limited when published in book form. It will be considered for purchase when such information appears as supportive or incidental data in materials in which the primary purpose is not the presentation of spectra or when it appears tabularly in standard handbooks and reference works. Spectra may appear as illustrative matter in materials dealing with the practical, theoretical, and interpretive aspects of spectroscopy.

b. Retention - General and subject unit practices apply.

c. Duplication - General and subject unit practices apply.

4. Special Tools of Selection and Collection Maintenance.

4A. Publishers.

a. Lists of publishers specializing in materials appropriate to this subject unit:

(1) International Chemistry Directory, 1969-70. 1969. pp. 1109-1111. (R540.25-I61)

(2) International Physics & Astronomy Directory, 1969-70. 1969. pp. 799-802. (R530-I61)

(3) Lunsford, E. B. and Kopkin, T. J. A Basic Book Collection for Scientific and Technical Libraries. 1971. pp. 249-258. (R016.5-L963

4B. Book Reviews.

General practices apply; however, not all of the general selection tools are of major importance to this subject unit. Frequently book reviews appear an extended length of time after publication; the appropriate scientific journals are usually more profitable selection tools. The following are sources of book reviews, lists of new books, or both.

a. Physics.

American Institute of Physics. Center for History of Physics. Newsletter.
American Journal of Physics
Applied Optics
Contemporary Physics
Journal of Physics E: Scientific Instruments
Journal of the Acoustical Society of America
Journal of the Franklin Institute
Journal of the Optical Society of America
Nuclear Science and Engineering
Physics Today
Review of Scientific Instruments
Solid State Technology

b. Chemistry.

Ambix
American Mineralogist
Analyst
Analytical Chemistry
Angewandte Chemie
Chemistry
Chemistry in Britain
Gems and Minerals
Journal of Chemical Education
Journal of the American Chemical Society
Journal of the Electrochemical Society
Mineralogical Magazine

c. Chemical processing industries.

AICHE Journal
ASTM Standardization News
Bulletin of the American Ceramic Society
Chem Tech
Chemical Engineering
Chemical Engineering Progress
Chemistry and Industry
Food Engineering
Food Technology
Journal of Metals
Journal of the American Ceramic Society
Journal of the American Oil Chemists Society
Modern Plastics
Plastics Engineering
Plastics World
Vintage
Welding Journal
Wines and Vines

d. General.

American Scientist
Bulleting of the Atomic Scientists
Science
Science News
Science Progress
Selection tools listed in general practices

4C. Major Checklists of New Books that Appear Regularly.

American Chemical Society. Laboratory Guide to Instruments, Equipment, and Chemicals. "New Books" section. Annual. (R670.2-L123Am)
Journal of Chemical Education. September issue.
Library Journal. Special scientific and technical issues.

4D. Serials.

General practices apply; however, for this subject unit Physics Abstracts and, especially, Chemical Abstracts and its companion Chemical Abstracts Service Source Index (formerly Access), as well as the quarterly which updates it, should form the basic selection list for periodical and serial titles. Numerous abstracting journals in the appropriate specialized subject areas are further checked for their coverage of periodical titles selected from the basic lists.

Journal of Chemical Documentation - Useful for collection evaluation.

Science - Lists new journals weekly.

Many of the journals which review book materials also include review series and continuations.

4E. Vertical File.

Most of the sources cited in the general practices are of limited usefulness for this subject unit. A number of societies or publications list materials suitable for the vertical file, as:

The Aluminum Association
American Chemical Society
American Institute of Physics
American Institute of Physics. Center for History of Physics. Newsletter.
Atomic Energy Commission
Manufacturing Chemists' Association
National Bureau of Standards

4F. Literature Guides and Bibliographies for Collection Evaluation and Measurement.

a. Physics.

American Institute of Physics. Checklist of Books and Periodicals for an Undergraduate Physics Library. (R016.530-A512a2)

Parke, N. G. Guide to the Literature of Mathematics and Physics including Related Works on Engineering Sciences. (R016.51-P237a2)

Resources for the History of Physics: Guide to Books and Audiovisual Materials. (R016.5309-R434)

Whitford, R. H. Physics Literature. (R016.53-W595a2)

U. S. Atomic Energy Commission. Office of Information Services. A Bibliography of Basic Books on Atomic Energy. (R016.5397-U584bi)

Yates, B. How to Find Out About Physics. (R016.530-Y31)

b. Chemistry.

American Chemical Society. Division of Chemical Literature. Searching the Chemical Literature. (Advances in Chemistry Series, no. 30) (R540.8-A244, no. 30)

Bottle, R. T. The Use of Chemical Literature (R016.540-B751a2)

Burman, C. R. How to Find Out in Chemistry (R016.54-B948)

Crane, E. J. and others. A Guide to the Literature of Chemistry. (R016.54-C89a2)

Dyson, G. M. A Short Guide to Chemical Literature. (R016.54-D998a2)

Hancock, J. E. H. An Introduction to the Literature of Organic Chemistry.
part I--J. Chem. Ed. 45:193-199, Mar., 1968.
part II--J. Chem. Ed. 45:260-266, Apr., 1968.
part III--J. Chem. Ed. 45:336-339, May, 1968.

Mellon, M. G. Chemical Publications, Their Nature and Use. (R016.54-M52a4)

c. Chemical Processing Technology.

Baker, E. A. and Foskett, D. J. Bibliography of Food. (R016.664-B167)

Hyslop, M. R. A Brief Guide to Sources of Metals Information (R669-H999)

Literature of Chemical Technology. (Advances in Chemistry Series, no. 78) (R540.8-A244, no. 78)

Noling, A. W. Beverage Literature (R016.663-N792)

White, D. How to Find Out in Iron and Steel. (R016.672-W583)

Wilcox, V. L. Guide to Literature on Metals & Metallurgical Engineering. (R016.669-W667)

Yagello, V. E. Guide to Literature on Chemical Engineering. (R016.66028-Y12)

d. General

Brown, C. H. Scientific Serials. Characteristics and Lists of Most Cited Publications in Mathematics, Physics, Chemistry, Geology, Physiology, Botany, Zoology, and Entomology. (ACRL monograph, no. 16) (R016.505-B877)

Deason, H. J. The AAAS Science Book List; a Selected and Annotated List of Science and Mathematics Books for Secondary School Students, College Undergraduates, and Non-Specialists. (R016.5-D285)

Hawkins, R. R. Scientific, Medical and Technical Books Published in the United States of America. (R016.5-H394a2)

Jenkins, F. B. Science Reference Sources. (R016.5-J52a4)

Lunsford, E. B. and Kopkin, T. T. A Basic Collection for Scientific and Tecnnical Libraries. (R016.5-L963)

Ocran, E. B. Scientific & Technical Series. (R016.6-019)

Weiser, S. Guide to the Literature of Engineering, Mathematics, and the Physical Sciences. (R016.5-W427)

5. Organizations, Institutions and Societies Whose Publications Require Special Attention.

Acoustical Society of America (AIP member)
Academy of Sciences of the U.S.S.R.
The Aluminum Association
American Association of Physics Teachers (AIP member)
American Ceramic Society
American Chemical Society
American Concrete Institute
American Crystallographic Association (AIP member)
American Gas Association
American Institute of Chemical Engineers
American Institute of Chemists
American Institute of Mining, Metallurgical, and Petroleum Engineers
American Institute of Physics and its member and affiliated societies
American Iron and Steel Institute
American Nuclear Society
American Petroleum Institute
The American Physical Society (AIP member)
American Society for Metals (AIP affiliate)
American Vacuum Society (AIP affiliate)
Association of Iron and Steel Engineers
Battelle Memorial Institute
British Ceramic Society
Canadian Association of Physicists
Chemical Institute of Canada
Chemical Society, London
Chemical Specialties Manufacturing Association, Inc.
The Chemurgic Council
Copper Development Association (U.K.)
Copper Development Association, Inc. (U.S.)
Council for Agricultural and Chemurgic Research
Deutsche Chemische Gesellschaft
Deutsche Physikalische Gesellschaft
Distilled Spirits Institute
Electrochemical Society
European Atomic Energy Community
Faraday Society
Franklin Institute
Gesellschaft Deutscher Chemiker
Institute of Brewing
Institute of Food Technologists
Institution of Gas Engineers
Institute of Gas Technology
Institute of Petroleum
The Institute of Physics

Institution of Chemical Engineers
Institution of Mining and Metallurgy
Instrument Society of America (AIP affiliate)
International Atomic Energy Agency
International Union of Pure and Applied Chemistry
International Union of Pure and Applied Physics
Manufacturing Chemists Association
Master Brewers Association of America
Mellon Institute
Metallurgical Society of AIME
The Metals Society
Mineralogical Society of America
National Canners Association
National Coal Association
National Paint, Varnish and Laquer Association
National Research Council
National Research Council of Canada
National Science Foundation
Optical Society of America (AIP member)
The Physical Society
Physics Club of Milwaukee (AIP member)
Plastics Institute
Royal Society
Royal Society of Canada
Society Chimique de France
Societe Francaise de Physique
Society for Analytical Chemistry
Society for Applied Spectroscopy (AIP member)
Society of Chemical Industry
Society of Plastics Engineers
Society of Rheology (AIP member)
Society of the Plastics Industry
Tin Research Institute
Unesco
U. S. Atomic Energy Commission
U. S. Brewers Association
U. S. National Bureau of Standards
Wine Institute

6. Allocation of Materials.

a. Non-circulating Collection.

General practices apply. Also, includes: (1) All technical works and any works written for the layman dealing with the use of explosives, pyrotechniques and detonating devices that could be injurious to health; (2) Handbooks and tables of physical and chemical data; (3) Encyclopedic and expensive works as:

Beilstein, F. K. Handbook der Organischen Chemie. (R547-B42a4)
Handbuch der Physik. (R530-H236)
Organic Syntheses. (R661-068)

(4) Society proceedings and transactions; (5) Symposia appealing as continuations.

b. Circulating Collection.

General and subject unit practices apply. Gifts, particularly duplicates, are usually added as circulating unless they meet the established general and subject criteria for the non-circulating collection.

Individual symposia, unless held on a regular basis and acquired as a series, are usually made circulating.

7. Any Other Explanatory Notes.

First copies of the American Chemical Society's Advances in Chemistry Series is maintained in entirety in the non-circulating collection. This series was formerly on standing order but is maintained in Kardex because ACS, as of March, 1972, will not ship on approval or on standing order basis, will not accept returned shipments and requires pre-payment. The selector librarian should notify Serials of newly published titles in this series.

AREA 70

NATURAL SCIENCE AND AGRICULTURE

1. Scope.

560's Paleontology, 570's Life Sciences - Anthropology, Biology, Genetics, etc., 580's Botany, 590's Zoology. 630-939 Agriculture and related Technology. In agreement with general objectives of the Science Division--to serve the needs of the Milwaukee community (layman, student, professional) by supplying materials of basic knowledge and new developments in a broad area, keeping in mind that Milwaukee Public Library is a State resource center.

2. Book Materials.

a. Depth - Representative.

(1) Special attention to Milwaukee and Wisconsin and states contiguous to Wisconsin.

(2) Paleontology, Life Sciences (anthropology, biology, genetics, etc., Botany, Zoology - Comprehensive purchases.

(3) Agriculture, etc. - Comprehensive purchases.

(4) Textbooks - General principles apply.

(5) Symposia - Very selective.

(6) Laboratory manuals - Minimal.

(7) Foreign Language - Minimal. (Basic works unavailable in English).

b. Retention - General practices apply.

c. Duplication - General practices apply.

(1) Exception based on quality and demand.

(2) Botany, Zoology, Horticulture, Floriculture, pets suited to urban areas.

(3) Two copies at time of original purchase, one may be reference.

3. Non-book Materials. (Periodicals, Vertical File)

a. Depth - General practices apply.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3A. Government Documents - Federal/State, except Yearbook of Agriculture.

a. Depth - General practices apply - Wisconsin and contiguous states emphasized.

b. Retention - General practices apply.

c. Duplication - General practices apply. (exception: quantity duplication of all popular type Federal/State publications; e.g., U.S.D.A. Farmers' Bulletins in V.F.

3B. Newspaper Clippings.

a. Depth - General practices apply.

b. Retention - General practices apply. (exception: fugitive file, Science Desk rather than regular clipping file).

c. Duplication - None.

3C. Seed Catalogs.

a. Depth - Representative.

b. Retention - Cataloged copies only.

c. Duplication - None.

3D. Yearbooks (including Yearbook of Agriculture).

a. Depth - Highly selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

Agricultural Engineering
Agricultural History
American Birds
American Forests
American Scientist
Badger Birds
Biological Abstracts
Dairy Science Abstracts
Farm Quarterly
Flower and Garden
Garden Journal of the New York Botanical Gardens
Horticulture
Horticultural Abstracts
Journal of Forestry
Natural History
Nature
National 4-H News (VF)
Plant Breeding Abstracts
Science

Science News
Scientific American
Smithsonian
Specialized Publishers Catalogs (Reputable)
Significant Publishers in Pet Field - Ex. Howell, T.F.H., Arco, Doubleday (Pet Library Ltd.)

5. Organizations, Institutions and Societies Operating in the Subject Area.

American Fisheries Society
American Horticultural Society
American Museum of Natural History
American Society of Agronomy
Association of Official Analytical Chemists (poss. area change)
Botanical Club of Wisconsin
National Wildlife Federation
Society for Applied Anthropology
Society of Dairy Technology
Soil Conservation Society of America
Wilderness Society
Wisconsin Archaeological Society
Wisconsin Society for Ornithology, Inc.

6. Allocation of Materials.

a. Non-circulating Collection - General practices apply. (15%)

b. Circulating Collection - General practices apply. (85%)

7. Explanatory Notes.

In Area 70, class numbers in fields such as Anthropology, Agricultural Economics, Ecology, etc., tend to overlap with class numbers in other areas. Proof sheets are checked before making decisions.

In Anthropology, Ecology, etc., Area 70 does not strictly adhere to 18th Dewey. Ex. Primitive cultural societies living in modern times are supposed to be in class 301; however, it is retained in the 570's.

AREA 74A

ENGINEERING

1. Scope.

Includes Dewey Numbers 620-627 and 670-679 (except 670.2). The 620's comprise all forms of engineering except agricultural, chemical, sanitary and vehicle. The 670's focus on manufactures from metals, leather, paper, fabrics and fibers.

Selection in this unit is in accord with the general statement for the most part. Special consideration is given certain subject fields.

2. Book Materials.

a. General practices apply.

b. Flexible adherence to three review standard.

(1) For all original works.

(2) Adherence based on selector's experience in area.

(3) Need, demand and availability of reviews also important.

2A. Engineering and Manufactures, General. (620-627,670-679).

a. Depth - Representative.

(1) Balanced collection based on quality and significance.

a) Special efforts in fields of rubber, leather, paper and fiber manufactures (limited amount published).

b) Greater selectivity in fields of electronics, radio, television, electric circuits (much published).

(2) Popular, How-to-do-it Books - Comprehensive.

(3) Basic, permanent value books - Comprehensive.

(4) Textbooks - Moderately representative. General practices apply.

(5) Foreign language books - Selective. Basic books, handbooks, tables, etc., not duplicated in English.

(6) Symposia - Selective.

(7) Laboratory manuals - Minimal.

b. Retention - Generally 15 years on open shelves. Then to stacks. General practices apply regarding withdrawal.

c. Duplication - Very selective.

(1) Primarily quality, significant need and demand books.

(2) Generally not more than two copies.

2B. Boiler Question and Answer Books (Higgins, Bailey, etc.) (620.02 & 621.184).

a. Depth - Comprehensive.

b. Retention - General practices apply. Gift copies of older editions added at discretion of selector.

c. Duplication - According to demand and need. All gift copies of latest (1953) Bailey's in good condition.

2C. Outboard and Small Motor Repair Manuals. (621.434 & 621.438).

a. Depth - Comprehensive. Identification, historical, general perusal.

(1) Ordinance - Military and non-military firearms, weapons, etc.

a) Gunsmithing - 683.4.

b) Hunting firearms - 799.2.

(2) Vehicles - Military aircraft.

b. Retention - General practices apply.

c. Duplication - Significant historical and identification items - reference only. General practices apply to remainder.

3. Non-book Materials. (periodicals, vertical file, government documents, newspapers).

a. Depth - General practices apply.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3A. Standards, Laws and Regulations, Specifications (R620.07).

a. Depth - Comprehensive. Based on need and demand.

(1) General standards (e.g., federal) and standards specialized by subject (welding, electrical, etc.). Collection overlaps into all fields of engineering.

(2) Specifications - Federal, military, etc.

(3) Codes - Specialized by subject only (welding, electrical, etc.). Collection overlaps into all fields of engineering.

Code guidebooks - General practices for books apply.

b. Retention - Indefinite. Superseded according to need and demand.

c. Duplication - Gift sets added or surplused for replacements.

3B. Communications (Radio, TV, etc.) Schematics, Yearbooks, Callbooks, etc. (621.345, 621.384, 621.388, 621.389).

a. Depth - Comprehensive, according to need and demand.

b. Retention - Schematics - Never discarded. Always useful to repairmen and amateurs.

General practices apply to yearbooks and callbooks.

c. Duplication - None. Replacement of missing schematics at discretion of selector. Attempt to purchase schematics at discretion of selector. Attempt to purchase schematic series for older models not in Sams, Rider or Beitman.

4. Special Tools of Selection and Collection Maintenance.

a. Primary selection.

(1) Journals.

Aeronautical Journal
American Aviation Historical Society. Journal
American Scientist
Chemical Engineering
Chicago Public Library. What's New in Books?
Electrical Construction and Maintenance
Electronic Technician/Dealer
Electronics
Engineering and Mining Journal
Engineering Education
Marine Engineering/Log
Mechanical Engineering
Model Engineer
Model Railroader
Motor Boating and Sailing
Pulp and Paper
Radio-Electronics
Rubber Age
Rubber World
Science News
Solid State Technology
Textile Industries
Welding Engineer
Yachting

(2) Abstracting services, publishers' catalogs, bibliographies.

b. For collection maintenance.

(1) Lists as published of reprinted books.

(2) Second-hand dealer lists.

c. As to collection adequacy.

(1) Basic Collection for Scientific and Technical Libraries. (R016.5-L963).

5. Organizations, Institutions and Societies Requiring Special Attention.

a. Research, technical, trade and professional societies.

Air Conditioning and Refrigeration Institute
American Association for Textile Technology
American Association of State Highway Officials
American Concrete Institute
American Foundrymen's Society
American Gear Manufacturers Association
American Institute of Aeronautics and Astronautics
American Institute of Mining, Metallurgical and Petroleum Engineers
American Institute of Steel Construction
American National Standards Institute
American Nuclear Society
American Petroleum Institute
American Power Conference
American Railway Engineering Association
American Society for Engineering Education
American Society for Testing and Materials
American Society of Civil Engineers
American Society of Heating, Refrigerating and Air-Conditioning Engineers
American Society of Lubrication Engineers
American Society of Mechanical Engineers
American Water Works Association
American Welding Society
Association of American Railroads
Association of Home Appliance Manufacturers
Association of Iron and Steel Engineers
Audio Engineering Society
Baking Industry Sanitation Standards Committee
Boston Society of Civil Engineers
British Standards Institution
Canadian Standards Association
Electric Railway Historical Society
Electric Manpower Commission
Engineers and Scientists of Milwaukee
Engineers Joint Council
European Broadcasting Union
Franklin Institute
Hydraulic Institute
Illuminating Engineering Society
Institute of Electrical and Electronics Engineers
Institute of Metals
Institute of Paper Chemistry
Institution of Electrical Engineers
Institution of Gas Engineers
Institution of Mechanical Engineers
Institution of Nuclear Engineering
Institution of the Rubber Industry
Institution of Water Engineers

Instrument Society of America
International Brotherhood of Electrical Workers
International Commission on Radiation Units and Measures
International Electrotechnical Commission
International Organization for Standardization
International Union of Electrical, Radio and Machine Workers
National Council of Engineering Examiners
National Council of the Paper Industry for Air and Stream Management
National Electrical Manufacturers Association
National Electronics Conference
National Ice Association
National Institute of Dry Cleaning
National Research Council. Highway Research Board.
National Society of Professional Engineers
Newcomen Society
Society for Experimental Stress Analysts
Society of Automotive Engineers
Society of Leather Technologists
Society of Motion Picture and Television Engineers
Technical Association of the Pulp and Paper Industry
Textile Institute, Manchester, England
Textile Research Institute
Underwriters' Laboratories
U. S. National Congress of Applied Mechanics
Wisconsin Utilities Association

b. Many city, state and federal agencies. Many private corporations.

6. Allocation of Materials.

a. Non-circulating Collection - General practices apply.

b. Circulating Collection - General practices apply.

7. Other Explanatory Notes.

Audiovisuals not actively purchased. Cassettes which come in place of bound volumes of the American Society for Testing and Materials' Special Technical Series should be treated like the bound volumes of the series.

AREA 74B

SANITARY ENGINEERING AND VEHICLES

1. Scope.

This division of Area 74 includes Dewey numbers 628 and 629. The 628's (sanitary and municipal engineering) include water supply, sewerage and sewage, public sanitation, pollution, and industrial sanitation. The 629's (other branches of engineering) include aerospace engineering, motor land vehicles and cycles, air-cushion vehicles, and automatic control engineering.

2. Book Materials.

2A. 628 (Sanitary and Municipal Engineering).

1. Scope.

Sanitary and municipal engineering (planning, analysis, design, construction, maintenance and repairs). Includes water supply, sewerage and sewage, sewage treatment and disposal, public sanitation, pollution and industrial sanitation, sanitary engineering for rural and saprsely-populated areas, fire fighting and fire safety technology, public lighting, and public extermination of insects and rodents.

2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3. Non-book Materials.

a. Depth - Representative.

b. Retention- General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

Air Pollution Control Association Journal
Environmental Science and Technology
Public Health Engineer
Publishers' announcements and ads
Ann Arbor Science Publishers
Marcel Dekker, Inc.
Pergamon Press, Inc.
Techomic Publishing Co., Inc.
Environmental Information Center

5. Organizations, Institutions and Societies Operating in the Subject Area Whose Publications Require Special Attention.

Air Pollution Control Association
American Chemical Society
American Public Works Association
American Society of Civil Engineers
  Environmental Engineering Division
  Sanitary Engineering Division
American Water Resources Association
American Water Works Association
Institute of Water Pollution Control. London.
Society of Fire Protection Engineers
U. S. Environmental Protection Agency
Water Pollution Control Federation
Water Pollution Research Board. England.

6. Allocation of Materials.

a. Non-circulating - Handbooks, reports, directories.

b. Circulating - Balanced collection; little duplication.

7. Other Explanatory Notes.

Very few materials in this area come in on approval, so most selection is made through the use of general and specific tools.

2B. 629.1 and 629.4 (Aerospace Engineering and Astronautics).

1. Scope.

629.1 (aerospace engineering) includes the engineering and operation of flight vehicles.

629.4 (astronautics) includes the techniques of space flight, engineering and spacecraft and related equipment.

2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3. Non-book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

Aeronautical Journal
Interavia
Publishers
  Aero Publishers, Inc.
  Aviation Press
  IEEE Transactions: Aerospace

5. Organizations, Institutions and Societies Operating in the Subject Area.

American Astronautical Society
American Institute of Aeronautics and Astronautics
Experimental Aircraft Association
Institute of Electrical and Electronics Engineers
Institute of Aeronautical Sciences
National Aeronautic Association
National Aeronautics and Space Administration
Royal Aeronautical Society
Society of Automotive Engineers

6. Allocation of Materials.

a. Non-circulating - General practices apply.

b. Circulating - Balanced collection, with some duplication of non-circulating materials in current demand.

7. Other Explanatory Notes.

Much of the non-circulating material comes in on standing order. Publications of NASA are received as documents, and decisions made then whether to catalog or duplicate for vertical file. Experimental Aircraft Association has local headquarters (Hales Corners). Quite a few of the books are received on approval or ordered from BPR before they are reviewed in other places. There is a moderate amount of replacement necessary--mostly for lost books.

2C. 629.2 and 629.3 (Motor Land Vehciles; Air-Cushion Wheels).

1. Scope.

Motor land vehicles and cycles; air-cushion vehicles (ground effect machines, hovercraft).

2. Book Materials.

a. Depth - Representative, except for automobile repair manuals, which are comprehensive.

b. Retention - General practices apply.

c. Duplication - General practices apply.

3. Non-book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

Antique Automobile
Road and Track
Book Marque
Automotive Engineering
Publishers announcements and catalogs

5. Organizations, Institutions and Societies Operating in the Subject Area.

Society of Automotive Engineers
National Automotive Service
Antique Automobile Club
Automobile Manufacturers Association

6. Allocation of Materials.

a. Non-circulating - General practices apply, with these exceptions:

(1) Automobile shop manuals and one copy of most repair manuals are kept in a special locked case at the Book Service desk.

(2) One copy of Motors' Repair Manual for each year kept in locked case in Ready Reference area.

(3) Historical automobile collection kept in locked case in Ready Reference area. This is a collection set aside several years ago, of pre-1930 editions.

(4) Historical and pictorial books subject to loss and mutilation.

b. Circulating - General practices apply. There is duplication of some of the above non-circulating when the budget allows. We do receive 5 circulating copies of Motors'.

7. Other Explanatory Notes.

The automobile shop manuals for American cars come on standing orders. Most Chilton Repair Manuals for foreign cars and motorcycles are received on approval. Because of lack of funds, it has been necessary to purchase only a non-circulating copy of most repair manuals.

2D. 629.8 (Automatic Control Engineering).

1. Scope.

Automatic control engineering.

2. Book Materials.

   a. Depth - Selective.

   b. Retention - General practices apply.

   c. Duplication - None.

3. Non-book Materials.

   a. Depth - Selective.

   b. Retention - General practices apply.

   c. Duplication - General practices apply.

4. Special Tools of Selection and Collection Maintenance.

   IEEE transactions: Automatic control

5. Organizations, Institutions and Societies Operating in the Subject Area.

   Instrument Society of America
   Institute of Electrical and Electronics Engineers

6. Allocation of Materials.

   a. Non-circulating - General practices apply.

   b. Circulating - General practices apply.

7. Other Explanatory Notes.

   There are very few purchases made in this area. Selection is based on reviews in IEEE transactions and Choice.

AREA 87

HOMEMAKERS

1. Scope.

Area 87, Homemakers and Building Trades, includes the general Dewey areas of 395, 640's, 680's and 690's. The diverse subject content of these numbers include: etiquette-395; home economics, consumer education, consumer protection, food and drink, pleasures of eating, cookery, food and meal service, the home and its equipment, sewing, personal grooming, beauty culture, restaurants and hotel management, household sanitation, child rearing, and home nursing-640's; precision instruments and other devices, small forge work, household appliance repair, woodworking, leather goods, printing-680's; building and building materials, construction, carpentry, roofing, plumbing and pipe fitting, heating, ventilating, air-conditioning and industrial painting.

The Homemaker's Center has two distinct purposes. The first is to provide material of the "how-to-do-it" nature on all phases of homemaking, home planning, mechanic and building trades. The second function is that of a reference service equipped to answer all types of questions pertaining to consumer, construction and homemaker problems. The users are perhaps 70 per cent laymen who are interested in finding information for their own household problems. The smaller per cent are teachers, professionals, or skilled workers who need material for teaching or research.

2. Book Materials.

2A. 395 - Etiquette - For special groups, special occasions, hospitality, entertainment, social correspondence. Unique selection criteria.

(1) Up to date.

(2) Anticipation of popular demand.

2A1. Book Materials.

a. Depth - Comprehensive.

b. Retention - Copy of older works kept for historical purposes.

c. Duplication.

1) Circulating - To meet public demand.

2) Reference - To use at Ready Reference and Science Desk.

2A2. Non-book Materials (Serials, Vertical File, Documents, Sales Pamphlets).

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication.

1) Circulating - To meet popular demand.

2) Reference - To use at Ready Reference and Science Desk.

2A3. Special Tools of Selection and Collection Maintenance.

Bobbit, Mary Reed. A Bibliography of etiquette books published in America before 1900; (R016.395-B663).
Aresty, Esther B. The Best Behavior--The course of good manners from antiquity to the present as seen through courtesy and etiquette books; (395-A681).

2A4. Organizations, Institutions, and Societies Operating in the Subject Area.

None.

2A5. Allocation of Materials.

a. Non-circulating 15%.

b. Circulating 85%.

2B. 640 - Domestic Arts & Sciences - Home Economics - Care of household family, study, teaching, consumer education and protection. Unique selection criteria.

(1) Up to date.

(2) Anticipation of need and demand.

2B2. Book Materials.

a. Depth - Comprehensive.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2B3. Non-book Materials.

A. Serials.

a. Depth - Comprehensive.

b. Retention - General practices apply.

c. Duplication - Consumer reports are duplicated at Periodicals Desk and are available at branches.

B. Vertical File.

a. Depth - Comprehensive.

b. Retention - General practices apply.

c. Duplication - General practices apply.

C. Documents.

a. Depth - Comprehensive.

b. Retention - General practices apply.

c. Duplication - General practices apply.

D. Sales Pamphlets.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

E. Clippings File.

a. Depth - From Milwaukee Journal, Sentinel, Los Angeles Times, Requested recipes, household hints, stain removal, consumer organizations, cooking contests, cookbook reviews, local emphasis--Milwaukee and Wisconsin.

b. Retention - 5 years or until no longer useful.

c. Duplication - Not usually - exception - sausage recipe file.

2B4. Special Tools of Selection and Collection Maintenance.

American Home Economics Assoc. Bibliography of Education in Textiles, Apparel, Home Furnishings and Grooming; (RO16.646-A512).
Selected Bibliography of Thesis and Research in Family Economics and Home Management; (RO16.64-A512).
Consumer Product Information Center. Consumer Information: An Index of Selected Federal Publications of Consumer Interest.
Food & Agriculture Organization of the U. N. Home Economics Information Exchange. Material on Home Economics and Its Teaching; (RO16.64-F686).
U. S. Government Printing Office. Price Lists. PL series.
U. S. Department of Agriculture. Home Economics Research Reports; (R630-U58aho).
Changing Times.

2B5. Organizations, Institutions, and Societies Operating in the Subject Area.

American Council on Consumer Interests
American Home Economics Association
Association of Better Business Bureaus, Inc.
Consumers Digest, Inc.
Consumers Institute of America
Consumers Research, Inc.
Consumers Product Safety Commission
Consumers Union of U. S.
Council on Consumer Information

Department of Agricultural Economic Research Service
Department of Health, Education and Welfare Food and Drug Administration
National Association of Consumers
Home Economics Education Association
National Education Association-Department of Home Economics
University of Wisconsin Extension

2B6. Allocation of Materials.

a. Non-circulating 35%.

b. Circulating 65%.

2C. 641 - Food and Drink - Pleasures of eating, applied nutrition, carbohydrates, alcoholic beverages, food, soybeans, meats, cheese, dairy products, preservation, freezing, cookery.

2C1. Unique Selection Criteria.

Usually positively considered for acquisition unless material unnecessarily duplicates subject matter, is poorly written, or is of poor quality in format. Handbooks, dictionaries, "household hint" material are of high priority since they are heavily used for quick reference searching in the Homemakers Section.

Select foreign language cookery to meet ethnic language needs of the community when available for purchase or when donated as gifts.

Cooking with alcoholic beverages, or any general compendium on wine, or other alcoholic beverages that includes a segment on cookery, will be selected for the area 641.22.

2C2. Book Materials.

a. Depth - Comprehensive.

b. Retention - General practices apply.

c. Duplication.

1) Circulating - To meet popular demand.

2) Reference - For use at Homemakers Section.

2C3. Non-book Materials.

A. Serials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

B. Vertical File.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

C. Documents.

a. Depth - Comprehensive.

b. Retention - General practices apply.

c. Duplication - General practices apply.

D. Sales Pamphlets.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2C4. Special Tools of Selection and Collection Maintenance.

Baker, Edward Alan. Bibliography of Food; (RO16.664-B167)
Bitting, Katherine Golden. Gastronomic Bibliography; (RO16.641-B624)
Gourley, James E. Regional American Cookery 1884-1934; (RO16.6415-G71)
Int'l. Survey of World Food Literature. Evaluation of the World Food Literature; (RO16.641-I61)
Lincoln, Waldo. American Cookery Books 1742-1860; (SO16.6145-L741)
Simon, Andre L. Bibliotheca Gastronomica; (RO16.64101-S)
Vicaire, Georges. Bibliographic Gastronomique; (RO16.541-V628)
Weiss, Mark. Handbook for Free Materials on Organic Foods; (R641.3-W431)
Periodicals - Bon Apetit, Gourmet, Good Food

2C5. Organizations, Institutions, and Societies Operating in the Subject Area.

American Culinary Federation
American Frozen Food Institute
Cook Book Guild
Culinary Society
Wine Institute
Wine and Food Society, London

2C6. Allocation of Materials.

a. Non-circulating 35%.

b. Circulating 65%.

2D1. 642 - Food and Meal Service - For home and family, for travel, entertaining, in public eating places and institutions, table service.

2D2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2D3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2D4. Special Tools of Selection and Collection Maintenance.

National Council on Hotel and Restaurant Education. Food Preparation and Related Subjects; a selected annotated list of books; (RO16.64-N277)
West, Bessie Brooks. Food Service In Institutions; (641.57-W516a4)

2D5. Organizations, Institutions and Societies Operating in the Subject Area.

American Culinary Federation
Chef's de Cuisine Association
International Chef's Association
National Council on Hotel and Restaurant Education

2D6. Allocation of Materials.

a. Non-circulating 5%.

b. Circulating 95%.

2E1. 643 - The Home and Its Equipment - Kitchens, appliances, improvements and remodeling - condominiums.

644 - Household utilities - Heating, lighting, ventilation, air conditioning.

645 - Household Furnishings - Floor coverings, wall, floor, windows, furniture. Unique selection criteria.

1) Up-to-dateness to keep up with new materials, products, and methods used in name improvement and furnishings.

2) Anticipation of demand--basic manuals on repair of home appliances---representative for brand names.

2E2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2E3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2E4. Special Tools of Selection and Collection Maintenance.

Johnston, Betty Jane. Equipment for Modern Living; (643.6-J72)
Peet, Louise. Young Homemakers Equipment Guide; (643.6-P37523)
Better Homes & Gardens
Easi Bild Catalog
Home Appliance Builder
Mechanix Illustrated
Popular Mechanics
Science and Mechanics

2E5. Organizations, Institutions and Societies Operating in the Subject Area.

Institute of Appliance Manufacturers
Metal Cookware Manufacturers Association
National Appliance and Radio TV Dealers Association

2E6. Allocation of Materials.

a. Non-circulating 15%.

b. Circulating 85%.

2F1. 646 - Sewing, Clothing, Personal Grooming, Beauty Culture.

2F2. Book Materials.

A. Clothing (Sewing & Dress making)

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

B. Grooming and Charm.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2F3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2F4. Special Tools of Selection and Collection Maintenance.

McCalls Pattern Book
Simplicity Fashion Magazine
Vogue Pattern Book

2F5. Organizations, Institutions and Societies Operating in the Subject Area.

American Home Economic Association
Clothing Manufacturers Association of the USA
Custom Tailors and Designers Association of America
Millinery Institute of America
National Beauty Culturist League
Associated Master Barbers and Beauticians of America

2F6. Allocation of Materials.

a. Non-circulating 10%.

b. Circulating 90%.

2G1. 647 - Public Households - Eating and drinking places, restaurants and hotel management.

2G2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2G3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2G4. Special Tools of Selection and Collection Maintenance.

Blaker, Gertrude. Food Service Industry; (647.95-B636)
Cornell University. School of Hotel Administration; bibliography

especially prepared for hotel and restaurant administration 1933-1973; (016.64794-C814)
Cornell Hotel and Restaurant Administration Quarterly, February, 1962-to date
Keister, Douglas Carlyle. Selected Readings for an Introduction to Hotel and Restaurant Management. (R647.94-K27)

2G5. Organizations, Institutions and Societies Operating in the Subject Area.

American Hotel & Motel Association
Cornell University School of Hotel Administration
International Hotel Association
National Council on Hotel and Restaurant Education
National Executive Housekeepers Association
National Food Service Association
Ohio University Conference on Restaurant Management

2G6. Allocation of Materials.

a. Non-circulating 10%.

b. Circulating 90%.

2H. 648 - Household Sanitation - Laundering, housecleaning, control of pests.

2H1. Unique Selection Criteria.

Only the best materials available are to be included and up to date.

2H2. Book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2H3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2H4. Special Tools of Selection and Collection Maintenance.

National Home Laundry Conference. Annual 1953-1964; (R648.1-N277)

2H5. Organizations, Institutions and Societies Operating in the Subject Area.

American Home Laundry Manufacturers Association
National Home Laundry Conference

2H6. Allocation of Materials.

a. Non-circulating 10%.

b. Circulating 90%.

2I. 649 - Child Rearing and Home Nursing - Care, training, supervision, exceptional children, feeding, supervised activities.

2I1. Unique Selection Criteria.

Child care (with the exception of those titles of an educational or psychological nature).

2I2. Book Materials.

A. Child Care.

a. Depth - Comprehensive.

b. Retention - General practices apply.

c. Duplication - General practices apply.

B. Home Nursing.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2I3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2I4. Special Tools of Selection and Collection Maintenance.

Michigan University Research Center for Group Dynamics. Bibliography of Research in Children, Youth and Family Life; (R016.30142-M624)
Stebbing, L. R. Child Training and Parent Education; (R016.173-S81)
Children Today
Parents and Better Family Living

2I5. Organizations, Institutions and Societies Operating in the Subject Area.

U. S. Children's Bureau Office of Child Development
Wisconsin State Board of Health Bureau of Material and Child Health

2I6. Allocation of Materials.

a. Non-circulating 10%.

b. Circulating 90%.

2J. 680 - Miscellaneous Manufacturing - Planning, design, fabrication of final products.

681 - Precision Instruments and Other Devices - Microscopes, telescopes, timepieces, clocks, calculating machines other than computers, optical instruments, printing, writing, duplicating machines, lawn mower repair.

2J1. Unique Selection Criteria.

1) Up to dateness.

2) Popular demand and need.

2J2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2J3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2J4. Special Tools of Selection and Collection Maintenance.

Baillie, Granville Hugh. Clocks and Watches; a Historical Bibliography; (SO16.681-B157)
Britten, Frederick James. Old Clocks and Watches and Their Makers; (R681-B860L7)
Drepperd, Carl William. American Clocks and Clockmakers; (R681-D772a2)
Ewers, William. Sincere's History of the Sewing Machine; (R681.7-E94h)
Pertuch, Walter A. Horological Books and Pamphlets in the Franklin Institute Library; (RO16.681-P469a2)
American Horologist & Jeweler
National Association of Watch & Clock Collector's Bulletin

2J5. Organizations, Institutions and Societies Operating in the Subject Area.

National Association of Watch & Clock Collectors, Inc.
United Horological Association of America

2J6. Allocation of Materials.

a. Non-circulating 20%.

b. Circulating 80%.

2K1. 682 - Small Forge Work - Blacksmithing, horseshoeing.

683 - Hardware - Locksmithing, gunsmithing, household appliances.

684 - Furnishings and Home Workshops - Woodworking, furniture building.

685 - Leather and Fur Goods - Saddlery, footwear.

2K2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2K3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2K4. Special Tools of Selection and Collection Maintenance.

Bealer, Alex W. The Art of Blacksmithing; (R682-B366)
Fryklund, Verne Charles. General Shop Woodworking; (684.8-F948a7)
Watson, Aldren A. Village Blacksmith; (R682-W337)
Wiseman, Robert F. Complete Horseshoeing Guide; (R682.1-W814a2)
Wolansky, William D. Woodworking Made Easy; (684-W848)
Zara, Louis. Locks and Keys; (R683-Z36)

2K5. Organizations, Institutions and Societies Operating in the Subject Area.

Association of Home Appliance Manufacturers
National Footwear Manufacturers Association
National Home Furnishings Association

2K6. Allocation of Materials.

a. Non-circulating 20%.

b. Circulating 80%.

2L1. 686 - Printing and Related Activities - Typography, bookbinding, braille, xerography, microphotography.

687 - Clothing - Hosiery, notions.

688 - Other Final Products, models, accessories.

2L2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2L3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2L4. Special Tools of Selection and Collection Maintenance.

Hobson, Anthony, Robery Alwyn. The Literature of Bookbinding; (R016.686-A684)
Goldish, Louis Harvey. Braille in the United States; (R655.38-G619)
Manchester England. Public Free Libraries Reference Library Subject Catalogue, Section 655, Printing; (R016.655-M258)
Gerber, Jack. A Select Bibliography on Graphic Arts; (R016.655-G362)

2L5. Organizations, Institutions and Societies Operating in the Subject Area.

Braille Institute of America
National Braille Association
Library Binding Institute
American Foundation for the Blind

2L6. Allocation of Materials.

a. Non-circulating 5%.

b. Circulating 95%.

2M1. 690 - Buildings - Specific types, farm.

691 - Building Materials - Timber, stone, concrete glass, iron and steel and metals.

692 - Auxiliary Construction Practices - Plans and Drawings.

2M2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2M3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2M4. Special Tools of Selection and Collection Maintenance.

Bentley, Howard B. Building Construction Information Sources; (RO16.69-B477)
Building Science Abstracts New Series; (RO16.69-E58)
National Association of Home Builders Journal of Home Building Basic Texts and Reference Books on Housing and Construction
General Services Administration. Buildings Bibliography; (RO16.69-U578)
National Research Council. Building Research. Documentation of Building Science Literature; (R690-N273)
U. S. Bureau of Standards. Selected Bibliographies on Building Construction and Maintenance; (RO16.691-U58a2)

2M5. Organizations, Institutions and Societies Operating in the Subject Area.

Acoustical Materials Association
Allied Construction Employers Association
American Institute of Steel Construction
American Wood Preservers Association
Building Officials Conference of America
Building Research Station-England
Concrete Society-London
Expanded Shale Clay and Slate Institute
Federal Construction Council
Milwaukee Bureau of Inspection and Safety Engineering
National Association of Home Builders of U. S.
National Bureau of Standards
National Lumber Manufacturers Association
National Research Council Building Research Institute
U. S. Federal Housing Administration

2M6. Allocation of Materials.

a. Non-circulating 15%.

b. Circulating 85%.

2N1. 694 - Wood Construction - Carpentry.

695 - Roofing and Auxiliary Structures.

2N2. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2N3. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

2N4. Special Tools of Selection and Collection Maintenance.

The Carpenter
Specification; (R690-S74)

2N5. Organizations, Institutions and Societies Operating in the Subject Area.

Copper and Brass Research Association
London Architectural Engineers
United Brotherhood of Carpenters and Joiners of America

2N6. Allocation of Materials.

a. Non-circulating 20%.

b. Circulating 80%.

201. 696 - Utilities - Plumbing and pipe fitting.

697 - Heating, Ventilating, Air Conditioning, Engineering.

698 - Detail Finishing, Painting.

202. Book Materials.

a. Depth - Representative.

b. Retention - General practices apply.

c. Duplication - General practices apply.

203. Non-book Materials.

a. Depth - Selective.

b. Retention - General practices apply.

c. Duplication - General practices apply.

204. Special Tools of Selection and Collection Maintenance.

Gross, William F. Applications Manual for Paint and Protective Coatings; (667.6-G878)

U. S. Bureau Foreign and Domestic Commerce. Bibliography of Information of Air Conditioning
Hastings, James. The Plumbers Companion; (696.103-H35)
American Society of Heating,Refrigerating and Air Conditioning Engineers Journal
American Society of Heating and Ventilating Engineers Journal
Building Systems Design
Journal of Plumbing, Piping and Hydronics
Industrial Finishing
Industrial Heating
Steam and Heating Engineer

205. Organizations, Institutions and Societies Operating in the Subject Area

Air Conditioning and Refrigeration Institute
American Society of Heating and Ventilating Engineers
American Society of Heating, Refrigerating and Air Conditioning Engineers
International District Heating Association
National Association of Plumbing Contractors
Oil Heat Institute of Wisconsin, Inc.
Wisconsin State Board of Health Division of Plumbing and Related Services.

206. Allocation of Materials.

a. Non-circulating 30%.

b. Circulating 70%.

V. NEIGHBORHOOD LIBRARIES AND EXTENSION SERVICES

AREA 95

BOOKMOBILE SERVICES

1. Scope.

The Milwaukee Public Library System implemented bookmobile service in 1956. Presently there are three operating bookmobiles for which to select - north, south, and suburban, each of which contains approximately 2,000 adult books, totalling to 6,000. In addition, the department houses some 14,000 volumes, 2,000 of which are in a spare unit, at headquarters as supporting stock to facilitate continuous circulation. Since it is Central Library's function to be more of a research center and the neighborhood libraries to contain representative collections, it is bookmobile's purpose to be selective. Bookmobile clientele, which live beyond a ten block radius of any given branch library, are primarily interested in recreational reading - either fiction or "fad" subjects. Taking into consideration the size of the vehicles and the budget limitations, the policy caters towards a selection of books that are in demand by the majority of the clientele. If the unit does not contain a desired title on board at the moment, the librarians search for the request at Central Library and may also draw from neighborhood library collections. The only clientele which are limited by the time factor for any given request are students who also use branch and school libraries; it is not bookmobiles' purpose to serve a curriculum.

2. Book Materials.

A. Circulating Collection - Depth.

Taking into consideration the type of reading clientele, the unit size, and the budget, the most important governing criteria for selection is the probable use an item will receive. If a book is not treated in a popular manner and is not a subject or novel of current interest, it simply will not circulate very well amongst bookmobile clientele, having an evenly balanced collection will decrease business. Although the policy caters heavily toward fads, it also advocates the selection of minimal treatments in less popular areas so as not to create huge gaps in the collection.

The area whose depth is closest to being representative is current fiction, especially mysteries. Since the supply can barely keep up with the demand, the department has a policy of purchasing most every title in duplicate from the neighborhood library book order.

The non-fiction will reflect current demand:

(1) 100's - selective in parapsychology and child psychology.

(2) 200's - basic surveys; partially selective.

(3) 300's - selective in education, stock market, crime.

(4) 400's - minimal.

(5) 500's - minimal - balanced collection of basic survey.

(6) 600's - selective in medicine, cooking, automobile manuals.

(7) 700's - selective in crafts, sports.

(8) 800's - selective in humor.

(9) 900's - selective in biographies, especially celebrities.

Listed above are the larger areas of concentration which will probably always have a timely interest amongst bookmobile clientele. Within or related to some of these groups, subjects will sprout up in popularity but have a short or seasonal life span; these smaller groups govern much of the spending patterns. Although the policy tends to emphasize disciplines in the above list, the department does not neglect basic surveys in less popular areas; these basic treatments will meet the need rather than the demand of the public.

B. Retention.

The primary controlling factors of book retention are physical:

(1) An approximate 12,000 volume shelf restriction at the bookmobile headquarters.

(2) The accessibility to Central Library's collection. Relative to this, bookmobile rarely retains any material which is older than five years. Some duplicate copies which are not used often, or are worn, may be surplussed or discarded in three years. If a book is worn but still popular, it may be replaced by a hard copy or a paperback; this occurs primarily with mysteries or gothic novels. The only books which are retained over five years are some of the classics which seem to continue in popularity. Since space permits only those materials which circulate at the highest rate and the department has immediate access to Central Library's collection for requests, there is no need to keep all classics. If any given author has published several literary masterpieces, bookmobile retains only one copy of those that are used more often.

C. Duplication.

The two governing criteria for duplication are popularity of a subject or novel and the number of operating bookmobiles. Since all three bookmobile publics tend to demand similar reading materials, the policy is to order at least two copies of popular books and occasionally three copies when warranted. Duplication is heaviest in fiction and sports.

D. Paperbacks.

Bookmobiles maintains only one uncataloged paperback collection. Otherwise the general practices apply.

3. Non-book Materials.

Because of the difficulties of storing an awkward format on the bookmobile, the only non-book materials ordered are a few selective pamphlets. All vertical file materials consist only of subjects which are in current demand and can be easily placed with paperbacks or the regular collection on the shelf. Since most copies are kept until they wear out, the cover must be fairly durable. Duplication depends on public demand for the given subject.

4. Special Tools of Selection and Collection Maintenance.

Since the books ordered are so general, the department does not need a wide variety of selection tools. The basic sources are the following:

Books in Print
Library Journal
Neighborhood Library Book Order
Paperbacks-Books in Print
Publishers Weekly

5. Organizations, Institutions and Societies Operating in the Subject Area.

Does not apply.

6. Allocation of Materials.

A. Non-circulating collection because of the browsing.

Nature of bookmobile service; the vehicular non-circulating materials are restricted to operational requirements such as the current telephone directories, Milwaukee City Directory, Books in Print, World Almanac, and a dictionary. The headquarters collection contains the minimum general library journals and bibliographical tools.

B. At least ninety percent of the budget is allocated for circulating materials.

AREA 82

"OVER 60" SERVICE

1. Scope.

For several reasons, the "Over 60" Service, today, finds itself in a position where it is neither necessary nor possible to build a balanced collection. Because of the fact that service is confined to one age group, the book selection policy of the "Over 60" Service can and must be quite specific in both goal and practice. The agency, in this case, is not intended to be "many things to many people." The collection should, therefore, reflect the specialized nature of the department and should zero in on the needs and interests of the target population.

Under the original federal grant, large amounts of money were spent on books with the goal of building a small but well-balanced collection. With the expiration of these funds, however, the direction of the book selection policy changed. From that point on, emphasis was placed on strengthening the collection in those areas which have proven of special interest to the older adult: namely fiction, biographies, travel, health, and crafts. This is not to say that other areas are ignored, but a limited budget does necessitate the setting of priorities. The "Over 60" Service book budget is small and consequently books of very limited appeal or of a technical nature must be bypassed in favor of titles engendering more genuine and lasting interest. Also, it must be remembered, that specific subject and title requests may be borrowed from other system agencies, thus making it even more unnecessary to attempt to build a totally balanced collection.

The older adult often has physical limitations that affect his ability to effectively use regular library materials. The job of the "Over 60" Service is to accommodate these limitations and enable the reader to make as full use as possible.of the library. Any title under consideration for purchase by the "Over 60" Service must meet "the selection criteria basic to all subjects and services"; however, special consideration is always given the print size and weight of the volume. For those older adults whose vision problems are acute, special "large print" titles are purchased. Because the number of these titles in print is still comparatively limited, their selection is based, not so much on content, as on availability. The bulk of older adult borrowers do not have such acute vision problems, and do not need the special "large print" materials. They would, however, consciously or unconsciously, avoid any book with print size considerably smaller than normal. When evaluating a volume falling into this category, questions as to its value to the total "Over 60" Service collection arise. Unless it is an extremely noteworthy title, it is usually not purchased (excluding, of course, from this particular discussion, the purchase of paperbacks).

The second important format consideration is the weight of the volume. An oversize, heavy book will be consistently bypassed by "Over 60" Service borrowers in favor of a lighter weight one. The reader finds it difficult to hold such a volume for long periods of time and usually must seek a flat surface on which to place it. Therefore, when seeking colorfully illustrated materials for use by nursing home residents, light-weight books are always preferred.

2. Book Materials.

The depth of the "Over 60" Service collection must be termed "selective." In other words, only "basic and significant items" are purchased with a special emphasis placed on "those having current value or timely interest."

The retention period is usually three years except for titles which demonstrate continuing acceptance by readers. The shelving area assigned to this department is very small and this fact continually spurs on the surplussing and discarding processes.

A small budget permits little duplication but several copies of a title are purchased if the author or topic is among the demonstrated "favorites" or our borrowers. Conversations with readers and circulation statistical breakdowns point up these "favorites."

3. Non-book Materials.

The "Over 60" Service purchases very little non-book material. Subscription periodicals include: National Geographic (2 copies, monthly), McCall's (1 copy, monthly), and the large print edition of the Reader's Digest (6 copies monthly). These are all circulated and very often are not returned. In general, the physical condition of a periodical necessitates its discarding after only a few circulations. The large print Reader's Digest are retained for one year and then either discarded or loaned to the Regional Library for the Blind and Physically Handicapped.

Pamphlets are generally not purchased unless the particular topic is very directly related to older adults. The number of pamphlets ordered yearly often totals no more than five. These are discarded as the information they contain becomes outdated.

Phonograph records are not purchased.

Duplication of any note occurs only in the case of the large print "Reader's Digest."

4. Special Tools of Selection and Collection Maintenance.

The only tools of selection unique to this agency involve large print materials. The "Over 60" Service maintains the largest collection of large print materials in the Milwaukee Public Library System. This agency is permitted to order large print titles which are not among Central Library's holdings. This permission has been granted because of the limited availability of this type of material. For selection in this area, catalogs from large print publishers are utilized almost exclusively.

5. Organizations, Institutions and Societies Operating in the Subject Area.

The two organizations whose publications are especially noted are The American Association of Retired Persons, and the National Council on the Aged, Inc. Generally, professional materials concerning the aged are not purchased by this agency. They are purchased instead by Central Library and the "Over 60" Service staff is able to make use of them.

6. Allocation of Materials.

   a. Non-circulating collection.

   b. Circulating collection.

      All materials in the "Over 60" Service collection are circulating. Because of the mobile nature of the service and the limited amount of time spent at each stop, "reference only" material would be useless.

AREA 84

COMMUNITY LIBRARIAN, NORTH

1. Scope.

The Community Librarian Project-North was started to serve a community that had not been reached through established library services. Sensitivity to the community's known and anticipated needs and wants are the primary concern of the librarian. Paperbacks and non-book materials are most important for the collection. The community's needs and interests are best met when collections relate to known ethnic, sociological, cultural, economic and avocational interests of the residents. Taking this into consideration, the collection has a depth of doverage on black literature and all aspects of interests that maintain to the black ethnic community. Paperbacks are the primary form of materials for fiction books for the adult and young adults collections.

2. Book Materials.

The practices for individual subject units are primarily in the hardback form because of usage, with some paperback duplicates when there is a great demand for certain titles. The subject units in great demand are:

A. Humanities Division.

(1) 48 - Community Living

(2) 49 - Fiction

(3) 52 - Biography

B. Science and Business Division.

(1) 66 - Economics

(2) 67 - Business

(3) 87 - Homemaking

C. Fine Arts Division.

(1) 46 - Art, Decorative

(2) 47 - Recreation

(3) 47 - Sports

(4) 75 - Music

3. Non-book Materials.

The Community Librarian has a great need for non-book materials; for example phonograph records, tapes, film strips and films.

These non-book materials will, of course, enhance the book collection primarily as a way of introduction to the books and supplemental materials to them. These materials are especially meaningful to a somewhat non-reading community.

The total collection has great flexibility, reflecting the everchanging community.

AREA 86

COMMUNITY LIBRARIAN, SOUTH

1. Scope.

The Community Librarian--South, in selecting book and non-book materials for the community the program serves, is sensitive to the individual community's known and anticipated needs and wants. The content of the basic collection reflects the particular composition of the community served. The community's educational, informational, and recreational needs and interests are met by selecting book and non-book materials that relate to the known ethnic (Spanish speaking people), sociological, cultural, economic, and vocational interests of the area. Depth of coverage and sophistication of materials selected by the Community Librarian are influenced by the above factors.

2. Book Materials.

The nationality composition of the near South Side serviced by the Community Librarian determines the type of foreign language materials selected. Because of the fact that the majority of the Spanish speaking people are concentrated in this area and have less than a high school education, materials are selected to meet an increasing demand with the limited budget for:

(1) Books in Spanish and simple English which provide the information people need for their daily lives (repair manuals, cookbooks, medical guides, how to do it books, child care, etc.).

(2) Books in Spanish and simple English for recreational reading and study (translations of popular American novels, sports, Christie, Gardner, Mason mysteries in Spanish, basic English and Math books, few literature books, etc.).

Popular Spanish periodicals and newspapers are also selected to meet the educational, informational and recreational needs of the community.

Since this area includes other ethnic groups with varied interests, the Community Librarian selects other types of English books for adults and children. Also selected are children's books that are bilingual or in Spanish for the Spanish-speaking children of the area. Most of the collection consists of paperbacks because they are inexpensive to purchase, easier to handle, and popular in the community.

AREA 73

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

1. Scope.

The Wisconsin Regional Library for the Blind and Physically Handicapped receives braille, disc and cassette books from the Library of Congress, Division for the Blind and Physically Handicapped. It is in this Division that books are selected for reproduction in any one of the three formats.

Regional librarians and their staffs are encouraged to suggest titles, but a committee of 20 selectors meet in Washington, D. C. yearly to determine what titles are to be chosen for the national collections.

While cognizant of the need to offer a basic collection of standard classic and informational titles, the Division recognizes that works of popular interest and recreational purpose are standard to the program.

2. Materials, Book and Non-book.

The collection, therefore, contains the classics in all subject areas and in all kinds of literatures as well as the best of contemporary offerings in those subject areas and literatures, including anthologies and other collections. Emphasis is on production of complete works. The Division does not attempt to provide textbooks or other curriculum-related material except as they also serve the general public, nor will it include local histories or other items of specific local interest, or informational resources when the information contained therein is of a nature to become quickly out of date.

It is expected that regional and subregional libraries will develop their own collections of local interest and develop their service programs in such a way as to meet informational needs not provided by the Division. It is also expected that groups like Volunteer Services of Milwaukee will be willing to meet the demands of readers for materials not provided by the national network.

The library's clientele represents a cross section of the American people, and as their reading needs and tastes are similar to other reader's, they wish access to the books utilized by the non-handicapped. The general reading needs of the aged, the young, the professionals and others, are reflected proportionally in the collection in relation to the overall clientele served.

PERIODICALS FOR NEIGHBORHOOD LIBRARIES

1. Scope.

The purpose of the periodical collection in neighborhood libraries is to serve, in conjunction with the book collection, the intellectual, practical, aesthetic and recreational needs of the community. In addition, periodicals provide more current concise information, as well as certain material not found in books.

2. Non-book Materials.

Because neighborhood libraries have some similar needs, identical core collections are established and maintained in each neighborhood library. The core collection is as follows:

Almanac of Current World Leaders & Suppl. (V.F. Ref.)
America (Bound)
Art in America (Bound)
American Heritage (Circulating)
Background Notes on Countries of the World (V.F. Circulating)
Better Homes and Gardens (Circulating and Unbound)
Biography Index
Book Review Digest
Business Week (Bound)
Changing Times (Circulating and Unbound)
Congressional Digest (Bound)
Consumers Research including Handbook of Buying issue which is the October issue of the magazine and takes the place of the annual (Binder Only)
Consumer Reports including Buying Guide Issue (Binder Only)
Creative Crafts (Circulating and Unbound)
Current Biography
Ebony (Bound)
Essay and General Literature Index
Field and Stream (Circulating and Unbound)
Good Housekeeping (Circulating and Unbound)
Harpers (Bound)
Horn Book (Ref. and Unbound)
Hot Rod (Circulating and Unbound)
Library Journal (Bound)
Nation (Bound)
National Geographic (Bound)
National Review (Bound)
National Wildlife (Bound)
Newsweek (Bound)
Official Wisconsin Automobile Valuation Guide (V.F. Circulating)
Plays (Circulating and Unbound)
Popular Mechanics (Bound)
Popular Science (Bound)
Psychology Today (Bound)
Readers Guide to Periodical Literature
Saturday Review/World (Bound)
Science (Bound)
Science News (Bound)
Science Research Assoc. Comp. Guidance Serv. (V.F. Circulating)

Seventeen (Circulating and Unbound)
Sports Illustrated (Circulating and Unbound)
Travel (Circulating and Unbound)
U. S. News & World Report (Bound)
Vital Speeches (Bound)
Wisconsin Library Bulletin (Reference and Unbound)
Wisconsin Then and Now (V.F. Circulating)
World Survey-Main Series (V.F. Circulating)
Milwaukee Journal (not retained)
Milwaukee Sentinel (not retained)
New York Times - Sunday only (not retained) includes:
  New York Times Magazine (Bound)
  New York Times Book Review (Bound)

This core collection consists of periodicals that are useful and used and the major portion of the titles listed are indexed in the Readers Guide to Periodical Literature.

Each neighborhood library has the responsibility of supplementing this core collection with additional periodicals. The periodicals in the supplementary collection do not have to be bound or retained permanently. In addition, the supplementary periodicals may be circulated except for the current issue. Since the additional periodicals will be selected by the neighborhood librarian, it is his or her responsibility to:

(1) Know the community which the library serves.

(2) Be constantly aware of new periodicals being published as well as those already being published.

With this information the librarian must select additional periodicals for the individual library, keeping in mind that at all times and in all fields, periodicals of the best quality available should be selected. If a periodical is selected in a particular field and at a later date a periodical of better quality is published, the first title should be cancelled and the new title subscribed to.

The neighborhood librarian should also keep the following points in mind:

(1) School libraries have some materials for the research needs of high school students and extensive research work on the part of students and the adult public can be performed at the Central Library.

(2) Recreational reading is a large part of neighborhood library service and, therefore, the periodical collection should include periodicals of a recreational nature.

(3) Because neighborhoods differ, periodical titles should be made available to reflect the individual ethnic backgrounds, local interests and special interests of the individual neighborhood library's clientele. These special interests might be:

Scholarly and intellectual
Educational
Work-related
Business
Avocational and hobby

Scientific
The arts
Consumer
Recreational
Medical
Legal
Social

(4) If possible, titles should be indexed in Reader's Guide. However, the only time that indexing in Reader's Guide should be a prime factor is when choosing between two periodicals of equal usefulness.

(5) While demand should be a factor in selection, neighborhood libraries should be careful not to mistake vocal demand or pressure by a small minority to constitute true usefulness.

(6) Neighborhood libraries serving concentrated ethnic populations or other special interest groups should provide a variety of titles of interest and of use for these groups. Some neighborhood libraries may need to include in their collections some titles not held in the Central Library collection.

3. Criteria of Selection.

(1) Factual accuracy - Periodicals should have a high degree of accuracy as to facts regardless of the opinions expressed regarding those facts but the opinions must show responsibility and sincerity on the part of the author or editor. In controversial issues varying opinions may be expressed but they must be recognized as opinions and the facts should not be insincerely distorted to bear out these opinions.

(2) Format - Print, general design and binding should be considered, when possible. The periodical should be as attractive as possible and illustrations should be clear and to the point.

(3) Accessibility of Articles - Because periodicals are more usable if they are indexed, consideration should be given to those periodicals covered by indexing services carried in the neighborhood library. However, indexing should not be the primary factor in selection.

(4) Other criteria to be considered are price, where and by whom published, circulation statistics, length of time the magazine has been published.

(5) Reviews of periodicals should also be checked as an aid in selection.

(6) The librarian must evaluate the community and make judgements regarding vocal demand. In addition, the librarian should know his community so he can be aware of the unexpressed needs of the community.

(7) The librarian must evaluate each magazine and determine which magazines meet the needs of the library's patrons.

Periodical titles which may not be considered even though they may be part of the Central Library collection are periodicals which express a particular religious, political or social viewpoint which the small collection in a neighborhood library could not possible balance.

The periodical collection must be timely and viable if it is to be effective, so the entire collection should be reviewed frequently and titles should be dropped if changing conditions in the community so dictate.

All gifts of periodicals or subscriptions to periodicals are for the Milwaukee Public Library System and may not be accepted for a specific neighborhood library. Gift offers must be referred to the Coordinator of General Materials and Services for consideration and approval; no addition of a gift may be made to a neighborhood library collection without specific approval.